

PART I - DESCRIBING ARCHIVAL MATERIALS

CHAPTER 1: INTRODUCTION

Purpose

3.1 This part of the standard contains rules to ensure the creation of consistent, appropriate, and self-explanatory descriptions of archival material.

Scope

3.2 The scope of the rules in Part I is comprehensive in that they may be used to describe archival materials at all levels of description, regardless of form or medium. The rules may also be used to describe the records of persons and families as well as those of corporate bodies. They can also be applied to the description of intentionally assembled collections, and to discrete items.

While the standard is comprehensive, the first part of the foregoing statement of scope must be qualified somewhat. Some institutions may wish to describe at a level more detailed than the item, such as sequence, shot, and so on. These rules do not govern these levels of description because of the varying nature of institutional requirements in this area. Regarding rules for describing particular media, these rules are intended to provide "convenience shopping" (in that they include basic rules for the range of media generally found in many archives), but fall short of "one-stop shopping" (in that they do not include every possible rule for all media). Incorporating all possible rules would result in a very large standard that would require regular monitoring of a number of specialized standards, and frequent revisions of RAD2 as other standards changed. Where more detailed guidance is required, the user is referred to Appendix E, which lists specialized standards for the material in question.

Exclusions

3.3 Rules for describing the corporate bodies, persons, and families associated in some way with the creation of the archival materials are found in Part II.

Structure and Numbering

3.4 Structure: Part I is divided into the chapters listed in the table of contents, which provide rules for groups of related elements, or in some cases, for a single element. Where a chapter provides rules for a group of related elements, the rules for individual elements are presented separately in a section within each chapter. Rules for collections, where required, are integrated into the general rules for each element.

3.5 Categories of Rules: The rules for each element contain the following categories of rules numbered alphabetically and presented in the following order:

- A. Preliminary rules (described in detail in 3.6)
- B. General rules, i.e., those rules that apply to all classes of material
- C. Rules for describing particular media (if any), i.e., those rules that apply to specific classes of material
- D. Infrequently used rules (if any), i.e., those rules that are only occasionally used for archival material

3.6 Preliminary Rules: The preliminary rules for each element include the following aspects:

A1 *Purpose* summarizes what the element is intended to accomplish.

A2 *Scope* describes the range to which the element applies, including the level(s) of description and the boundaries that limit the application of the element.

A3 *Exclusions* provide direction on where to find rules for those aspects of description that fall outside the scope of the element in question.

A4 *Required/Discretionary* indicates whether an element is mandatory, mandatory if applicable, optional, or not applicable.

A5 *Sources of Information* directs the user to the appropriate place to find the information needed to describe the material.

A6 (and following if necessary) includes any other relevant instructions that apply to the entire element.

3.7 Numbering System: To refer to specific rules for purposes of discussion or citation, the numbering system for Chapters 4–11 follows a consistent structure. Each rule number consists of the number of the chapter followed by a period and the number of the section (e.g., 4.5, 10.1). Where the element is further divided into sub-elements, for example, extent and material, the section number is followed by a period and the number of the sub-element (e.g., 4.5.1). The chapter/section/sub-element portion of the rule number is followed by a capital letter denoting the category of rules (see 3.5), followed by a period and a number which is assigned sequentially. Where a rule is part of a group of closely related rules, a lowercase letter is added without intervening punctuation.

Example: Rule 4.1A1a

4 = chapter number

.1 = section number

A = category of rule designation

1 = rule number

a = number of rule which is part of a group of closely related rules

Outputs Not Prescribed

3.8 The application of these rules will result in descriptions of various kinds; however, the rules do not prescribe any particular output. While Appendix H contains examples of complete descriptive records presented in a variety of output formats, the presentation of particular finding aids is a matter of institutional policy and will depend on the type and purpose of the finding aid being prepared and on the institution's descriptive system.

CHAPTER 2: IDENTITY ELEMENTS

4.1 Reference Code Element

4.1A Preliminary Rules

Purpose

4.1A1 The purpose of this element is to provide a unique identifier for the unit being described.

Scope

4.1A2 This section provides rules for recording two sub-elements of a reference code for the unit being described. The sub-elements are the repository identifier and the local identifier.

Exclusions

4.1A3 None

Required/Discretionary

4.1A4

Fonds	Series	File	Item
Mandatory	Mandatory	Optional	Optional

Sources of Information

4.1A5 The source of information for each sub-element is indicated in the rules pertaining to that element.

4.1B General Rules

Commentary: The reference code is a unique combination of characters, mostly alphanumeric, which identify an archival entity and which facilitate storage and retrieval. It can serve a number of purposes, including providing the information necessary to retrieve the description of the material or the material itself, and/or to cite the material in a footnote or bibliography. The reference code consists of two sub-elements (the repository identifier and the local identifier).

4.1B1 Rule: Give the code or symbol identifying the repository holding the unit being described, followed by the local identifier.

CA OONAD R610-0-3-E

Repository Identifier

4.1B2 Rule: Give a repository code assigned by the national organization responsible for assigning and maintaining repository identifiers.¹

CA AEEA

(Note: City of Edmonton Archives)

¹ The National Library of Canada is responsible for assigning repository codes and maintaining the list of assigned codes in Canada. National repository codes are constructed in accordance with the latest version of ISO 15511 (*International standard identifier for libraries and related organizations*). The two-character country code that prefaces the repository code is found in the latest version of ISO 3166 (*Codes for the representation of names of countries and their subdivisions*).

CA OTY

(Note: York University Archives)

CA OONAD

(Note: National Archives of Canada)

Local Identifier

Commentary: The local identifier is a means of gaining access to the description of the material or to the documents themselves, as well as providing consistent citation in footnotes and bibliographies. Determining the structure and function(s) of a local identifier code are matters of institutional policy.

4.1B3 Rule: At all levels of description, provide a unique identifier for the unit being described in accordance with the institution's administrative control system.

CA BVICA PR 223

(Note: Fonds at the City of Victoria Archives)

CA OTY F0453

(Note: Fonds at York University Archives)

CA OONAD R610-0-3-E

(Note: Fonds at the National Archives of Canada)

CA OONAD R610-134-2-E

(Note: Series at the National Archives of Canada)

CA OONAD R610-135-4

(Note: Sub-series at the National Archives of Canada)

CA OONAD R610-136-7-E

(Note: File at the National Archives of Canada)

CA OONAD R610-137-2-E

(Note: Item at the National Archives of Canada)

4.1C Rules for Describing Particular Media

None

4.2 Level of Description Element

4.2A Preliminary Rules

Purpose

4.2A1 The purpose of this element is to indicate the level of arrangement of the unit being described and document its relationship with the fonds² of which it is a part, in accordance with the principles of multilevel description.

Scope

4.2A2 This section provides rules for indicating the level of arrangement of each unit being described and for documenting the relationship between its corresponding description and the description(s) of the fonds (and its components) of which it is a part.

Exclusions

4.2A3 None

Required/Discretionary

4.2A4 Mandatory

Sources of Information

4.2A5 The source of information for this element is the arrangement of the fonds, or, if the institution does not arrange at the fonds level, the arrangement of the series.

4.2B General Rules

Commentary: Archival descriptions are multilevel in nature. The concept of multilevel description provides a means of describing the entire archival unit, as well as its parts, by representing the hierarchical arrangement of the units described and the inherent relationships between them.

Determining what constitutes a fonds or series is an inexact process and is often a matter of institutional practice and professional judgment. Hence the criteria used by one institution to define a series may differ from the criteria used in another institution. For that reason, a series in one description may not resemble the series in a different description. Furthermore, not all levels will be represented in every description, either because of the nature of the material itself, or because the institution has made a policy decision to begin description at the series level, or not to describe below the file level. Thus, it is important to indicate the level of each unit being described so that it is clear to the user how a description of a part relates to the description of the whole. The level(s) can be explicitly named, or they can be indicated in some other way, e.g., through typography, layout, numbering, hyperlinks, and so on.

The principles of multilevel description also require not only that the level of description be identified, but also that the relationships between the description of a fonds (or series) and its component parts be clearly indicated by linking the level of description of the unit being described with the next higher unit being described. Because there are a number of possible ways

² Institutions that do not describe at the fonds level should document the relationship of the unit being described with the series of which it is a part.

to implement this rule within a finding aid system, this standard does not prescribe any particular output.

4.2B1 Rule: At all levels of description, record or otherwise indicate the level of description (i.e., fonds, series, file, or item), including the sub-divisions of the fonds and/or series levels (e.g., sub-fonds, sub-series, etc.) of the unit being described.

4.2B2 Rule: Record or otherwise indicate, in the way most appropriate to the institution's finding aid system(s), the relationship between the level of description of the unit being described with that of the next higher unit being described.

4.2C Rules for Describing Particular Media

None

4.3 Title Element

4.3A Preliminary Rules

Purpose

4.3A1 The purpose of this element is to provide a word or phrase by which the unit being described is known.

Scope

4.3A2 This chapter provides rules for supplying or transcribing a title at all levels of description.

Exclusions

4.3A3 The rules for forming the title and statement of responsibility of a publisher's series are found in the publisher's series element.

Required/Discretionary

4.3A4 Mandatory

Sources of Information

4.3A5a Rule: When supplying a title, take the information from any reliable source (see rule 4.3B3).

4.3A5b Rule: When transcribing a formal title, take the information from the prescribed source of information for the level of description and the general class of material as indicated in Appendix C.

4.3B General Rules

Commentary: A *title* is a word, phrase, character, or group of characters that names the unit being described. A title can be formal or supplied. A *formal title* is one that appears prominently on or in the archival material being described and is most commonly found in material that has been published or distributed, such as a title on a book, report, map, or film. Formal titles can also be found on unpublished material that bears a meaningful name consciously given by the creator of the material, e.g., a caption on a photograph, or a title on a folder. In the absence of a formal title, a title must be supplied. A *supplied title* is one provided by the archivist when there is no formal title for the unit being described, or where the formal title is misleading or inadequate. The rules for recording a formal title differ from the rules for recording a supplied title.

The first step in determining a title is to decide if the unit being described has a formal title. However, it is not always easy to identify a formal title on archival material. Formal titles are most commonly found at the file or item levels and rarely at the fonds or series levels. Because formal titles are rarely found at the higher levels of description and because description proceeds from the general to the specific, the rules for forming supplied titles are given first, followed by the rules for transcribing/presenting formal titles.

4.3B1 Rule: At all levels of description,³ if the unit being described bears a formal title that appears prominently on the prescribed source of information⁴ for the level of description and

³ Institutions that do not describe at the fonds level should apply these rules at the series level as appropriate.

general class of material being described, is common to all the material in the unit being described, and bears a meaningful name consciously given by the creator of the unit being described, transcribe a formal title as instructed in rules 4.3B32–B46. If the unit being described does not bear a formal title that meets these criteria, supply a title as instructed in rules 4.3B2–B31.

Supplied Title

4.3B2 Rule: At all levels of description, when supplying a title for the unit being described, compose a brief title⁵ normally consisting of a name element and a term indicating the nature of the unit being described⁶ as instructed in the following rules.

4.3B3 Rule: When supplying a title, take the information from any reliable source, including the internal evidence of the material being described, an external source such as a records schedule or communication with a donor, or a title on another copy, edition, or version of the unit being described.

4.3B4 Rule: Optionally, when supplying a title, give the source from which the title is taken in a note (see 10.1B2).

Supplied title for a fonds or collection⁷

Name element for a fonds

4.3B5 Rule: When describing a fonds, record the name(s) of the person(s), family (families), or corporate body⁸ predominantly responsible for the creation, accumulation, and/or maintenance of the fonds as a whole.

Name element for a collection

4.3B6 Rule: When describing a collection, record the name(s) of the person(s), family (families), or corporate body predominantly responsible for assembling the collection as a whole.

4.3B7 Rule: If the name of the collector is not known, or if the repository has assembled the material, do not record a name element. In such cases, form the nature of the archival unit element of the title of a collection as instructed in rules 4.3.B24–B25.

⁴ See Appendix C.

⁵ The supplied title should not be mistaken for a statement or abstract of the content of the unit being described; the supplied title simply names the unit as succinctly as possible. The contents of the unit, e.g., that of an individual letter, should be described in the scope and content.

⁶ The order of these elements is not prescribed.

⁷ For the purposes of arrangement, collections of intentionally assembled materials are treated in the same manner as the fonds.

⁸ The name of more than one person or family can appear in the title of a fonds; however, the name of only one corporate body can appear in the title at the fonds level.

General Rule for the Name Element of a Fonds or Collection

4.3B8 Rule: Record the name(s) by which the creator or collector is generally known.⁹ Record the name(s) in the natural language order of the language of the person's or corporate body's country of residence or activity or the official language of the corporate body. The name may be abbreviated if a fuller form of the name appears elsewhere in the descriptive record (e.g., in the administrative/biographical history).

Name element for persons

More than one person

4.3B9 Rule: If three or fewer persons are credited with, or predominantly responsible for, the creation of the fonds as a whole, give their names in direct order natural language.

Raoul Dandurand et Josephine Marchand

4.3B10 Rule: If responsibility for the creation of the fonds as a whole is dispersed among more than three persons, give the name of the individual whose material predominates. If this does not apply, choose the name considered most appropriate.

4.3B11 Rule: Optionally, include all the names of the persons who are credited with or predominantly responsible for the creation of the fonds as a whole.

Name element for families

4.3B12 Rule: If the fonds as a whole was created, accumulated, and/or used in the context of familial relations or as a result of their relational ties by two or three persons, give all their names followed by the word “family”.

Joe Clark and Maureen McTeer family

4.3B13 Rule: If the fonds as a whole was created, accumulated, and/or used in the context of familial relations or as a result of their relational ties by more than three persons, give only the name of the person whose material predominates. If no one person's material predominates, choose the name considered most appropriate.

4.3B14 Rule: Optionally, include all the names of the persons who are credited with, or predominantly responsible for, the creation of the fonds as a whole.

4.3B15 Rule: Optionally, if the fonds as a whole was created, accumulated, and/or used in the context of familial relations or as a result of their relational ties by two or more persons who share the same family name, give the family name followed by the word “family.”

Crease family

J.S. Ireland family

⁹ Guidance for choosing between different names of persons (including name changes) or between variant forms of the same name can be found in Chapter 16 (rules 16.1–16.3). Guidance for choosing between different names of corporate bodies or between variant forms of the same name can be found in Chapter 18 (rules 18.1–18.3).

More than one family

4.3B16 Rule: If two or three families are credited with, or predominantly responsible for, the creation of the fonds as a whole, give all the family names followed by the word “families.”

Moodie, Strickland, and Vickers families

4.3B17 Rule: If responsibility for the creation of the fonds as a whole is dispersed among more than three families, give only the name of the family whose material predominates. If no one family's material predominates, choose the name considered most appropriate.

4.3B18 Rule: Optionally, include all the names of the families who are credited with, or predominantly responsible for, the creation of the fonds as a whole.

Name element for corporate bodies

More than one corporate body

4.3B19 Rule: If the records of more than one corporate body are included in the fonds as a whole, give only one name in the title. Establish a consistent policy for selecting the name of the corporate body to be used in the title.

Ferranti-Packard Ltd. Fonds

(Note: the fonds comprises records created and/or accumulated and used by two predecessors (Ferranti Electric Ltd. and Packard Electric) that merged to form Ferranti-Packard in 1958.)

Ontario Ministry of the Industry, Trade and Technology fonds

(Note: the fonds includes records created and/or accumulated and used by its predecessor, Ministry of Industry and Trade).

Corporate body whose name has changed

4.3B20 Rule: Where the name of the corporate body has changed, establish a consistent policy for selecting the name to be used in the title, that is, either the first or the last (latest) name of the corporate body while it created records that exist in the unit being described.

Sir Frederick Fraser School (Halifax, N.S.)

(Note: Incorporated under the name Halifax Asylum for the Blind in May 1867; name was changed in 1930 to Halifax School for the Blind; in 1978, the name was changed again to Sir Frederick Fraser School. The fonds includes records created and/or accumulated and used by the organization under all three names.)

Nature of the archival unit at the fonds level

Nature of the archival unit when describing a fonds

4.3B21 Rule: Supply the word “fonds” for the nature of the archival unit.

Nature of the archival unit when describing a collection

4.3B22 Rule: When describing a collection, at the fonds level, supply the word “collection” to indicate the nature of the unit being described.

4.3B23 Rule: Optionally, where the name of the collector is given in the name element, include in the nature element an indication of the theme, content, etc. of the collection.

Larry Becker mesmerism collection

Mary Desti collection about Isadora Duncan

John Jones collection of California travel diaries

4.3B24 Rule: If, as instructed in rule 4.3B7, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, include in the nature element an indication of the theme, content, etc. of the collection.

Portuguese manuscript collection

California travel diaries collection

4.3B25 Rule: If, as instructed in rule 4.3B7, no name element has been recorded because the name of the collector is unknown or because the repository has assembled the material, and the subject of the collection is the name of a person, express the title of the collection in a way that clearly indicates that the subject of the collection is not the collector.

Collection about Isadora Duncan
(*Note: not Isadora Duncan collection*)

Supplied title for parts of a fonds or collection

4.3B26 Rule: When describing a part of a fonds or collection (i.e., a series, file, or item) which lacks a formal title, compose a brief descriptive title as instructed in the following rules (4.3B27–31).

See also particular rules in 4.3C regarding the application of these rules when describing graphic materials (rule 4.3C1), cartographic materials (rule 4.3C2), architectural and technical drawings (rule 4.3C8), and sound recordings (rule 4.3C15).

Name element

4.3B27 Rule: At the series level, include as part of the supplied title the name(s) of the person(s), family(ies), or corporate body¹⁰ predominantly responsible for the creation, accumulation and/or maintenance of the series being described if different from the name(s) of the creator of the fonds as a whole. Record the name(s) in direct order according to the language of the person's or corporate body's country of residence or activity. Do not record a name

¹⁰ The name of more than one person or family can appear in the title of a series; however, the name of only one corporate body can appear in the title at the series level.

element if the name of the creator of the series is the same as the name of the creator of the fonds.

4.3B28 Rule: At the series, file, or item level, if the author of the unit being described (i.e., the person(s), family(ies), and/or corporate body primarily responsible for the form and the intellectual or artistic content) is different from the creator of the unit being described, include the name(s) of the author(s) as part of the supplied title.

Correspondence with James Ewings

(Note: File forms part of the Arthur Meighen fonds)

Letter from Ira Dilworth

(Note: Letter from Ira Dilworth to Emily Carr forms part of the Emily Carr fonds)

4.3B29 Rule: Optionally, at the series, file, or item level, if the name(s) of the person(s) and/or the corporate body (bodies) primarily responsible for the form and the intellectual or artistic content of the unit being described is lengthy (e.g., a lengthy corporate name), difficult to ascertain, or considered unnecessary to the composition of the title, do not include the name(s) as part of the supplied title.

Nature of the archival unit

4.3B30 Rule: At the series, file, or item level, supply a brief term or phrase that most precisely and concisely characterizes the unit being described. The term or phrase should incorporate the form(s) of material that typifies the unit and reflects the function, activity, transaction, or subject that was the basis of its creation and/or use.

Minutes of meetings

Deeds of settlement

Treaty paylists

Actes fiduciaires

Agents' journals

Registre de naissances

More than one form of material

Commentary: In determining how to express the nature of the archival unit where the unit being described consists of more than one form of material, a number of choices are possible. The following rules provide three different possibilities. The archivist can decide, on a case-by-case basis, which of the following rules to apply. Alternatively, institutions may wish to establish a consistent institutional policy regarding the rule to be used in all cases.

4.3B31 Rule: If the unit being described consists of more than one specific form of material, apply one of the following rules as appropriate.

4.3B31a Rule: Indicate the predominant type of record in the supplied title and give specific forms of material in the scope and content. Use a term that best characterizes the general function, activity, transaction, or subject that was the basis of the unit's creation and/or use.

Timber records

(*Note: Scope and content:* Series consists of timber licenses, timber and land returns, terminated licenses for Indian lands, timber permits, and a timber ledger for Indian lands in Canada West.)

Accounts

(*Note: Scope and content:* Subseries consists of records of payment of annuities, interest paylists, and paylists of lease money.)

4.3B31b Rule: Give the most predominant specific form followed by the phrase “and other material” in the supplied title and indicate the other specific forms of material in the scope and content. If no specific form predominates, give the form that seems most appropriate followed by the phrase “and other material” in the supplied title and indicate the other specific forms of material in the scope and content.

Soil research files and other material

Decision files and other material

4.3B31c Rule: Give all the specific forms in their order of predominance. If no specific form predominates, give them in the order that seems most appropriate.

Annual financial reports, confirmation registers, and records of parishioners' contributions

Petitions, communiques, and Oblate directories

Formal Title

Commentary: A *formal title* is one that appears prominently on or in the archival material being described. Formal titles are generally transcribed. A formal title can include a number of parts: the title proper, an alternative title, parallel title(s), and other title information. A *title proper* is the chief name of the unit being described, excluding parallel titles (i.e., formal titles proper in another language or script) and other title information appearing in conjunction with a title proper. Displaying title information to users so as to distinguish between the title proper and the other parts of a title can be done in a variety of ways, e.g., labels, punctuation, and the like. Institutions are encouraged to establish a consistent policy for the presentation of different sub-elements.

While formal titles are most often associated with material that has been published or distributed, unpublished archival material can also have a formal title. For example, a title on a container such as a folder or an audiocassette is a formal title and thus should be the archivist's first choice in forming the title element, provided that it appears prominently on the prescribed source of information¹¹ for the level and general class of material being described, is common to all the material in the unit being described, and bears a meaningful name consciously given by the creator. However, such labels are not always accurate, clear, or complete and thus may provide misleading information to users. The archivist must use professional judgment to determine when it is appropriate to reject the formal title and supply a title.

See also particular rules in 4.3C regarding the application of these rules when describing cartographic materials (rules 4.3C3–C5) and sound recordings (rule 4.3C16).

4.3B32 Rule: If the unit being described is published or distributed and bears a formal title that appears prominently on the prescribed source of information for the level and general class of material being described, is common to all the material in the unit being described, and accurately and clearly names the unit being described, transcribe it in accordance with rules 4.3B33-B46.

Testament de François Noel

The Abercrombie album

My American cousin

Initiation potpourri

Pièces comptables et livres comptables

(Note: Titre officiel propre d'une série faisant partie du Fonds du Centenaire du Saguenay)

Home mission fund record book

Prix d'histoire du Canada de la Société Saint-Jean-Baptiste de Montréal

(Note: Titre officiel propre d'un dossier faisant partie du Fonds Gérard Dion)

Genealogy of the Hoyt and Wiles families

Lettre du Québec

(Note: Titre officiel propre d'une pièce faisant partie du Fonds Pierre Perrault)

Register of the attendance, deportment, and general standing of the pupils attending school in industrial school with a record of visitation

Residence for A.C.B. Critchley-Waring Esq., Eastview Crescent, North York, Ont.

¹¹ See Appendix C.

Alterations + modifications + additions, 1772 Sherbrooke St. West and 2065 Stanley St., House of Iran, Montreal, Quebec

Plan showing foundation for turntable to be erected near Montague bridge

Blue print [sic] of patent attachment, or wing plow invented by J.W.[?]

Prince Edward Island Railway, fish-plate, weight=5 lbs. 6 oz.

Standard wind mill [sic]

4.3B33 Rule: Unless otherwise instructed to do so, transcribe title information in the order prescribed by the sequence of the following rules, even if this means transposing prominently displayed elements of description that are to be transcribed. Transcribe the data as found, however, if case endings are affected, if the grammatical construction of the data would be disturbed, or if one element is inseparably linked to another.

4.3B34 Rule: When transcribing a formal title for published material, transcribe the formal title exactly as to wording, order, and spelling, but not necessarily as to capitalization. Give accentuation and other diacritical marks that are present in the prescribed source of information. Capitalize in accordance with institutional policy based on a standard style guide.

4.3B35 Rule: When transcribing a formal title for unpublished material, do not transcribe errors in spelling, grammar, punctuation, and so on.

Formal title proper

4.3B36 Rule: When transcribing a formal title proper, apply the following rules in particular situations.

More than one title

4.3B36a Rule: For the series, file, and item levels, if the prescribed source of information bears more than one title, in the same language and script, choose the formal title proper on the basis of the sequence or layout of the titles. If these are insufficient to enable the choice to be made or are ambiguous, choose the most comprehensive title. Optionally, give the source of the formal title proper in a note (rule 10.1B2) if there is more than one title in the prescribed source of information.

4.3B36b Rule: If the unit being described bears both a common or collective title that pertains to all parts and the titles of individual works, give the common or collective title as the formal title proper. Indicate the titles of the individual works in the scope and content.

Plans exhibiting the obstructions to the navigation to the River Saint John and the several proposed works for their amelioration

(Note: Collective title for 3 maps on 3 sheets)

4.3B36c Rule: If the unit being described consists wholly or partly of separately titled parts, treat as the formal title proper a title that is predominant and/or relevant to the unit being described. Other titles may be recorded in the scope and content.

Formal title proper with many languages or typography

4.3B36d Rule: If the prescribed source of information bears titles in two or more languages or scripts, transcribe as the formal title proper the one in the language or script of the main written content of the unit being described. If this criterion is not applicable, choose the formal title proper in accordance with the order of titles on, or the layout of, the prescribed source of information. Record the other titles as parallel titles (rules 4.3B37–39).

International map of natural gas fields in Europe

(*Note: Prescribed source of information bears the following titles:*

International map of natural gas fields in Europe *and* Carte internationale des champs de gaz naturel en Europe)

An alternative title¹²

4.3B36e Rule: At the item level, precede and follow the word “or” (or its equivalent in another language) introducing an alternative title by a comma. Capitalize the first word of the alternative title.

Le Canada, ou, Nouvelle-France, &c.

Abridging a long formal title proper

4.3B36f Rule: At the series, file, and item levels, abridge a long formal title proper only if this can be done without loss of essential information. Never omit any of the first five words of the formal title proper (excluding the alternative title). Indicate omissions by the mark of omission. If appropriate, transcribe the remainder of the title in a note (rule 10.1B4).

Commission royale sur les circonstances qui ont entouré l'écrasement de l'avion Douglas DC-8F...

(*Example of note: Suite du titre... CF-TJN à Sainte-Thérèse-de-Blainville (Québec), le 29 novembre 1963.*)

Title elements scattered by layout or typography

4.3B36g Rule: At the file and item levels, when parts of the title are scattered over the prescribed source of information, transcribe the formal title proper based on those elements distinguished by position, typography, or size of lettering. When the title information is arranged decoratively, deduce the logical sequence and then record the title in its semantic order.

Formal title proper with a statement of responsibility¹³

4.3B36h Rule: If the formal title proper includes a statement of responsibility, and the statement is an integral part of the title proper (i.e., connected by a case ending or other grammatical construction), transcribe it as part of the title proper.

¹² An alternative title is part of a formal title proper.

¹³ See rules 4.3B47–49 for an explanation of statements of responsibility.

Mildred Brockie's memorabilia

Formal title proper with symbols

4.3B36i Rule: If the formal title proper as given in the prescribed source of information includes symbols that cannot be reproduced by the equipment available, replace them with a supplied description in square brackets. Make an explanatory note if necessary.

Tables of the error function and its derivative, [reproduction of equations for the functions]

Parallel titles

Commentary: A *parallel title* is a formal title proper in another language or script appearing prominently on or in the archival material being described. Parallel titles are seldom found at the fonds or series level.

4.3B37 Rule: At all levels of description, when applicable, transcribe parallel titles that appear in conjunction with the formal title proper.

4.3B38 Rule: Transcribe parallel titles in the order indicated by their sequence on, or by the layout of, the prescribed source of information. Do not create parallel titles if they do not appear prominently with the formal title proper in the prescribed source of information.

International map of natural gas fields in Europe = Carte internationale des champs de gaz naturel en Europe

Citizen participation in non-work-time activities = Participation des citoyens aux activités hors des heures de travail

4.3B39 Rule: If a letter or word appears only once but the design of the prescribed source of information makes it clear that it is intended to be read more than once, repeat the letter or word.

Groundwater hotspots = Hotspots des eaux souterraines
(*Note: Source of information reads: Groundwater hotspots des eaux souterraines*)

Other title information

Commentary: *Other title information* is title information usually appearing in or on the prescribed source of information in conjunction with a title proper, but does not include the title proper or parallel titles.

See also particular rules in 4.3C regarding the application of these rules when describing cartographic materials (rule 4.3C6) and architectural and technical drawings (rule 4.3C9).

Supplied other title information

4.3B40 Rule: Do not create or supply other title information if it is not present in the prescribed source of information, unless the formal title proper needs explanation, in which case supply a brief addition¹⁴ as other title information, in the language of the formal title proper.

Land use and industry : in East Germany

Cowboys don't cry : trailer

Conference on Industrial Development in the Arab Countries : proceedings

As it happens : excerpt

4.3B41 Rule: At all levels of description, when applicable, transcribe other title information that appears in conjunction with the formal title proper in the prescribed source of information as instructed in rules 4.3B33–36 and 4.3B42–46.

SPSS primer : statistical package for the social sciences primer

Landmarks by the riverside : reminiscences

Mr. MacKenzie and the constitution : address read at the Canadian Historical Association annual meeting, June 6, 1951

The navigator : an odyssey across time

Pulpit and altar : James Robertson Memorial Lectures

Perçement de l'isthme de Suez : description des travaux et ouvrages d'art définitifs, des machines et des appareils mis en oeuvre sur les chantiers, des procédés et du matériel employés pour l'exploitation du canal maritime

Presbytère Sainte-Hélène, Montréal : transformations et surélévations

Juan de Fuca Ridge atlas : SeaMARC II acoustic imagery

Regional roads policy : municipal arterial network

Joint maps of the international boundary between the United States and Canada from the source of the St. Croix River to the Atlantic Ocean : to accompany the Commissioner's joint report

Plan of grounds, Government House, Victoria, B.C. : 1871. – Traced in 1919

Chemainus : 19–. – Photoreproduced 20 Nov. 1972

¹⁴ If further explanation is necessary, provide additional information in the scope and content element.

Order of presentation

4.3B42 Rule: Transcribe the other title information in the order indicated by the sequence on, or the layout of, the prescribed source of information.

Distribution of the principal kinds of soil : orders, suborders, and great groups :
National Soil Survey classification of 1967

Lengthy other title information

4.3B43 Rule: If the other title information is lengthy, either give it in a note (see 10.1B4) or abridge it. Abridge other title information only if this can be done without loss of essential information. Never omit any of the first five words of the other title information. Indicate omissions by the mark of omission.

Statement of responsibility included

4.3B44 Rule: If the other title information includes a statement of responsibility and the statement is an integral part of the other title information, transcribe it as such.

Robert Owen's American legacy : proceedings of the Robert Owen Bicentennial
Conference, Thrall Opera House, New Harmony, Indiana, October 15 and 16, 1971

Placement of other title information

4.3B45 Rule: Transcribe other title information following the whole or part of the formal title proper or the parallel title to which it pertains.

Guide général de Paris : répertoire des rues, avec indication de la plus proche station du
Métro = General guide to Paris : with repertory of streets and indication of nearest Metro
station

Périgord du temps passé : 8 estampes rares = 8 rare prints

More than one language

4.3B46a Rule: If there are no parallel titles and if other title information appears in more than one language or script, give the other title information that is in the language or script of the formal title proper. If this criterion does not apply, give the other title information that appears first.

4.3B46b Rule: Optionally, give the other title information in other languages.

Statements of responsibility

Commentary: A *statement of responsibility* appears in conjunction with a formal title, relating to the personal author(s) of the document, to the corporate body (bodies) or a family (families) from which the content emanates, or to person(s) or corporate body (bodies) responsible for the performance of the content of the document. The statement of responsibility is also a source of author access points (in accordance with the rules in Chapter 13). Institutions are encouraged to establish a consistent policy for the clear presentation of the statement of responsibility information, using labels, punctuation, and the like.

See also particular rules in 4.3C regarding the application of these rules when describing cartographic materials (rule 4.3C7), architectural and technical drawings (rules 4.3C10–C11), moving image materials (rules 4.3C12–C14), and sound recordings (rules 4.3C17–C18).

4.3B47 Rule: Apply these rules at the item level. At the series and file levels, for material published and issued as a unit, use these rules only when the statement of responsibility applies to all the items in the unit being described.

4.3B48 Rule: If no statement of responsibility appears in conjunction with the formal title proper, neither construct one nor extract one from the prescribed source of information. If such a statement is needed, give it in a note (see 10.1B5).

The first Hants Folk School
(*Example of note:* Written by Freda Wales; illustrations by Dept. of Industry and Publicity)

4.3B49 Rule: Transcribe explicit statements of responsibility appearing in conjunction with a formal title proper in or on the prescribed source of information. Give such statements in the form in which they appear there. Consult rules 4.3D1–D17 for further guidance in recording the statement of responsibility in particular situations.

Map catalogue / Surveys and Mapping Branch

Iron maiden : aces high / by Derek Riggs

The China study / principal investigator, Angus Campbell

Nouvelle institution nationale / par l'auteur des "Vues d'un solitaire patriote"

Une introduction à la foi catholique : le nouveau catéchisme pour adultes / réalisé sous la responsabilité des évêques des Pays-Bas

General Italo Balbo visits Newfoundland / shot by Sir Leonard Outerbridge

Littérature au pluriel / réalisateur, Gilles Archambault ; animateur, Wilfred Lemoine

James Mutchmor / interviewed by Marjorie Robinson
(*Note:* Oral history interview forms part of the Frontier College fonds)

4.3C Rules for Describing Particular Media

Graphic Materials

Supplied title for a part of a fonds (e.g., series, file, item)

4.3C1 Rule: When the unit being described lacks a formal title proper but has a displayed text (as in the case of some drawings, photographs, posters, etc.), and the displayed text is appropriate

to use as a supplied title, treat the text as a supplied title. If necessary, abridge a long title proper as instructed in rule 4.3B36f.

J.F. Blanchard & Co., wholesale dry goods and millinery, Truro, N.S.
(*Note: Poster advertising hats made by the company*)

If the displayed text cannot be treated as a supplied title, supply a title.

Cartographic Materials

Supplied title for parts of a fonds (e.g., series, file, item)

Nature of the archival unit

4.3C2 Rule: Where appropriate, include as part of the title a word or brief phrase indicating the geographic area and/or the main subject content (e.g., cadastral, election boundaries, land tenure) of the unit being described.

Peace River area

Bird's-eye view of the Creston District reclamation scheme

Composite map of central and southern Vancouver Island, 1975

Chart of Victoria Harbour showing soundings

Geological sketch maps of River aux Sables region, Ontario

Saltspring Island cadastral map

Canada, aeronautical chart, 1:500 000

Reclamation plans, overlays and air photographs

Cartes cadastrales et autres documents

Resource inventory maps

(*Note: Scope and content: Subseries consists of maps documenting Western Forest Industries' holdings: cadastral maps, forest cover maps, survey maps, timber cruises, logging maps, and road and railway maps*)

Formal title proper

4.3C3 Rule: If the formal title proper includes a statement of the scale, give that statement, transcribed exactly as to punctuation and spacing, as part of the transcription.

1:100 000 manuscripts

(*Note: Title of a series of topographic maps*)

4.3C4 Rule: Give the source of the formal title proper in a note (see 10.1B2) if there is more than one title in the prescribed source of information or, in the case of an atlas, if the formal title proper is taken from a title page substitute.

Road map of Quebec and the Maritime Provinces
(Note: Panel title of recto. Panel title of verso: Road map of Maritime Provinces and Quebec)

Use of sheet designations in multilevel descriptions

4.3C5 Rule: At the item level, when recording the formal title proper of an individual sheet in a contiguous area map series (e.g., a topographic map series), precede the title with any sheet number or other designation that has been assigned to the item by the creator, appears on the item, and serves as a significant identifier.

31 G/5: Ottawa

Other title information

4.3C6 Rule: If neither the formal title proper nor the other title information indicates the geographic area covered by the unit being described and/or the main subject content (e.g., geological, land use, forest cover) of the unit, supply, as other title information, a word or brief phrase indicating the area and/or the subject, if readily ascertainable and appropriate.

Tunnel sous la rue Notre-Dame : Montréal

129 : township, Algoma District, Ontario

Burnt areas : southern Quebec

Northwestern British Columbia : planimetric map

Statement of responsibility

4.3C7 Rule: When forming a statement of responsibility for cartographic materials, consider persons or corporate bodies who have performed functions, including but not limited to author, cartographer, compiler, engraver, governmental mapping agency, illuminator, reviser, scientific editor, and so on as having contributed to the intellectual or artistic content of the unit being described. Consult *Cartographic Materials* (see Appendix E) for terms and phrases indicative of responsibility.

Architectural/Technical Drawings

Supplied title for parts of a fonds (e.g., series, file, item)

Nature of archival unit

4.3C8 Rule: Where appropriate, include as part of the supplied title a word or brief phrase indicating the name and/or general class of the structure, type of drawings, and/or geographic location of the structure(s) depicted.

Other title information

Supplied title information

4.3C9 Rule: If the formal title proper needs explanation, supply, as other title information, a word or brief phrase as instructed in rule 4.3B40, for example: the name of the stationary structure (e.g., MacDonald Cartier Bridge, Notre-Dame Cathedral) or movable object (e.g., *Queen Elizabeth II* (ship)); the general class of stationary structure (e.g., building, bridge, canal) or movable object (e.g., ship, aircraft, vehicle, weapon, machinery, equipment); the type of drawing or the function of the drawing (e.g., working drawings, elevations, preliminary sketches); the geographic location where a stationary structure is located.

P.E.I. Ry. : girder bridge

United States pavilion : structural drawings = Pavillon États-Unis : dessins structuraux

Apartment hotel on Sherbrooke St. West : Montréal

Statements of responsibility

4.3C10 Rule: When forming a statement of responsibility for architectural materials, consider persons or corporate bodies who have performed functions, including but not limited to the architect, architectural firm, contractor, draftsman, renderer, surveyor, etc., as having contributed to the intellectual or artistic content of the unit being described.

4.3C11 Rule: When forming a statement of responsibility for technical drawings, consider persons or corporate bodies who have performed functions, including but not limited to the engineer-in-chief, engineer, architect, draftsman, etc., and who have the legal responsibility for the accuracy of the drawings, as having contributed to the intellectual or artistic content of the unit being described.

Moving Image Material

Statements of responsibility

4.3C12 Rule: When forming a statement of responsibility for moving images, consider production credits and their functions as being synonymous with the concept of statement of responsibility. Consider persons or corporate bodies who have performed functions, including but not limited to production and co-production entities; sponsors; persons credited with functions such as director, producer, executive producer, cinematographer, editor, author, scriptwriter, composer, narrator, etc., as having contributed to the intellectual or artistic content of the unit being described.

4.3C13 Rule: Transcribe statements of responsibility relating to those persons or corporate bodies credited in the prescribed source of information with a major role in creating a moving image document (e.g., as producer, director, animator). Give all other statements of responsibility (including those relating to performance) in notes (see 10.1B5).

4.3C14 Rule: Optionally, for co-productions involving more than one country, give the name of the country following the name of each production entity.

Louisiana / Ciné Louisiana Inc. for International Cinema Corporation [Canada] ; Films A2 [France] ; Filmax [France] ; RAI TV2 [Italy]

Sound Recordings

Supplied title for a part of a fonds (e.g., series, file, item)

4.3C15 Rule: For news broadcasts, record the name of the originating network or the call letters of the originating station followed by the word "news." For a station, add its location. If appropriate, include the time as part of the title.

CKSO news – Sudbury, Ont.

CBC news – 6:30 p.m. feed

Formal title proper

4.3C16 Rule: If the name of a broadcast series forms an integral part of the formal title proper, transcribe it in the following order, separated by a comma: broadcast series, episode, part, individual, or segment title. For radio broadcasts that do not have episode titles, but have only number designations, transcribe the number as the episode title. For broadcasts that have no episode title, number, or other descriptor, do not supply one.

Hornby collection, Arthur Erickson, the early years
(*Note: Broadcast series, episode title*)

Radio-Lacordaire, no 1, frères étrangers
(*Note: Broadcast series, number designation, episode title*)

Statements of responsibility

4.3C17 Rule: When forming a statement of responsibility for sound recordings, consider persons or corporate bodies who have performed functions, including but not limited to production and co-production entities; sponsors; persons credited with functions such as director, producer, executive producer, writer, interviewer, composer, narrator, host, moderator, anchorperson, reporter, announcer, etc.) as having contributed to the intellectual or artistic content of the unit being described.

4.3C18 Rule: If the title or statement of responsibility includes the name of a group, ensemble, company, or the like, and the individual group members are named in the prescribed source of information, record those names in a note if considered important (rule 10.1B5).

4.3D Statements of Responsibility

Commentary: Rules 4.3B47–49 provide general rules for recording a statement of responsibility. The following rules (4.3D1–17) provide further guidance for recording a statement of responsibility in particular situations.

4.3D1 Rule: If a statement of responsibility precedes the title proper in the prescribed source of information, transpose it to its required position unless it is an integral part of the title proper (rule 4.3B33).

4.3D2 Rule: Transcribe a single statement of responsibility as such whether two or more persons or corporate bodies named in it perform the same function or different functions.

Redistricting program / prepared by Stuart Nagel for the Inter-University Consortium for Political Research

A picture study of the settlement of the West / prepared by Historical Services and Consultants under the direction of John T. Saywell and John C. Ricker

4.3D3 Rule: If a single statement of responsibility names more than three persons or corporate bodies performing the same function, or with the same degree of responsibility, omit all but the first of each group of such persons or corporate bodies. Indicate the omission by the mark of omission (...) and add “*et al.*” (or its equivalent in a nonroman script). If one of the names is distinguished by placement relative to the others or by typography, record that name and omit the remainder. Record the others in a note if considered necessary (see 10.1B5).

Proceedings of the Workshop on Solar Collectors for Heating and Cooling of Buildings, New York City, November 21-23, 1974 / sponsored by the National Science Foundation, RANN–Research Applied to National Needs ; coordinated by University of Maryland ... et al.]

Interim mineral inventory-land use map of the Purcell Mountain area / mineral potential interpretation by W.D. McCartney ... et al.]

4.3D4 Rule: If there is more than one statement of responsibility, transcribe them in the order indicated by their sequence on, or the layout of, the prescribed source of information. If the sequence and layout are ambiguous or insufficient to determine the order, give the statements in the order that makes the most sense.

Ville de Hull / publié par le Service des communications et le Bureau des Congrès de la ville de Hull ; conception visuelle et illustration Henri-Julien D'Amours ; réalisation cartographique et montage cartographique, A.L. Enregistré

Plan of Moose River in the neighbourhood of Moose Factory / surveyed by Robert Bell ; drawn by A.S. Cochran

Montreal 1967, United States exhibition, interior platforms and landscaping / Cambridge Seven Associates, Inc., architects and designers ; Carol R. Johnson, landscape architect ; Simpson, Gumpertz & Heger, Inc., structural engineers ; Paul Londe & Associates, mechanical engineers

Les canots de glace / réalisé par Les Films Jean-Claude Labrecque Inc. ; produit pour l'Office du film du Québec

My American cousin / Okanagan Motion Picture Company Inc. ; Borderline Productions Inc. ; Peter O'Brian Independent Pictures Inc. ; producer, Peter O'Brian ; co-producer, Sandy Wilson

4.3D5 Rule: Optionally, if there are four or more statements of responsibility, record only the names of persons or corporate bodies judged by their function to have made the most significant contribution(s). If this is not possible to determine, record only the first three names, or record only those names given prominence by layout or typography. Record the others in a note if considered necessary (rule 10.1B5).

Ideas, Eldorado on ice : a journey through Quebec fiction / series produced by Damiano Pierro and Jane Lewis ; series host, Lister Sinclair ; writer, Geoff Hancock ; narrator, Marie-Josée Thériault

United States pavilion : structural drawings = Pavillon des États-Unis : dessins structuraux / Cambridge Seven Associates, Inc., exhibit architects

(*Note:* R. Buckminster Fuller, Fuller and Sadao, Inc. and Geometrics, Inc., associated architects; Simpson Gumpertz & Heger, Inc., structural engineer; Paul Londe and Associates, mechanical & electrical engineers)

4.3D6 Rule: Include titles and abbreviations of titles of nobility, address, honour, and distinction; initials of societies and qualifications; date(s) of founding; mottoes, and the like in statements of responsibility if:

- (a) such data are necessary grammatically
... / ... ; prólogo del Excmo. Sr. D. Manuel Fraga Iribarne
- (b) the omission would leave only a person's given name or surname
... / by Miss Jane
- (c) the title is necessary to identify a person
... / Mrs. Charles H. Gibson
- (d) the title is a title of nobility, or is a British term of honour (*Sir, Dame, Lord, or Lady*).
... / Sir Hugh Allan

Otherwise, omit all such data from statements of responsibility. Do not use the mark of omission.

4.3D7 Rule: Add a word or short phrase to the statement of responsibility if the relationship between the formal title proper and the person(s) or corporate body (bodies) named in the statement is not clear.

... / produced by Atlantis Films

4.3D8 Rule: Replace symbols or other matter that cannot be reproduced by the facilities available with the archivist's description in square brackets. Make an explanatory note if necessary.

Over the border : Acadia, the home of "Evangeline" / by [E.B.C.]
(*Note: Author's initials represented by musical notes on title page*)

4.3D9 Rule: If the item being described has parallel titles but a statement(s) of responsibility in only one language or script, transcribe the statement of responsibility after all the parallel titles or other title information.

The Castonguay family = La famille Castonguay / compiled by Yvan Castonguay

4.3D10 Rule: If the item being described has parallel titles and a statement(s) of responsibility in more than one language or script, transcribe each statement after the title proper, parallel title, or other title information to which it relates.

4.3D11 Rule: If it is not practicable to give the statements of responsibility after the titles to which they relate, transcribe the statement of responsibility in the language or script of the title proper and omit the others.

4.3D12 Rule: If there are no parallel titles and a statement of responsibility appears in more than one language or script, transcribe the statement in the language or script of the formal title. If this criterion does not apply, transcribe the statement that appears first.

4.3D13 Rule: Optionally, transcribe the parallel statements.

4.3D14 Rule: Treat a noun or noun phrase occurring in conjunction with a statement of responsibility as other title information if it is indicative of the nature of the work.

Characters from Dickens : dramatised adaptations / by Barry Campbell

4.3D15 Rule: If the noun or noun phrase is indicative of the role of the person(s) or corporate body (bodies) named in the statement of responsibility rather than of the nature of the item being described, treat it as part of the statement of responsibility. In case of doubt, treat the noun or noun phrase as part of the statement of responsibility.

... / research and compilation by Ralph W. Wiles

4.3D16 Rule: When a name associated with responsibility for the item being described is transcribed as part of the formal title proper (rule 4.3B33) or other title information (rule 4.3B41), do not make any further statement relating to that name unless such a statement is required for clarity, or unless a separate statement of responsibility including or consisting of that name appears in the prescribed source of information.

4.3D17 Rule: Optional addition. When name(s) of person(s) or corporate body (bodies) appear in a statement of responsibility in the form of initials, transcribe the initials as they appear in the prescribed source of information. Complete the name, if known, in square brackets.

Geological map of the region north of Lake Huron / H. G. S. [Herbert G. Skill]

4.4 Date Element

4.4A Preliminary Rules

Purpose

4.4A1 The purpose of this element is to identify and record the date type(s) and date(s) that pertain to the creation, accumulation and/or maintenance and use of the unit being described.

Scope

4.4A2 Types of dates

A number of types of dates may be pertinent to the unit being described. This section provides rules for recording the date types defined below:

Date(s) of Creation

The date(s) at which the unpublished documents in the unit being described were originally created or captured in some material form. (rules 4.4B15–20)

Date(s) of Record-keeping Activity

The dates during which the unit being described was created, accumulated, and maintained as an aggregation of records by the creator of the records. (rules 4.4B21–23)

Date(s) of Publication, Distribution, etc.

The date(s) of the various activities involved in making commercially issued, mass-produced items available to the public in some way, including publishing, distributing, releasing, and issuing of items, depending on the medium involved. (rules 4.4B24–34)

Date(s) of Reproduction

The date(s) that the unit being described was copied to another support. (rules 4.4B35–37)

Date(s) of Broadcast

Date(s) on which sound recordings or moving image materials were broadcast on radio or television. (rules 4.4C2 and 4.4C4)

Exclusions

4.4A3a Rule: Record content dates¹⁵ in the scope and content element (5.1).

4.4A3b Rule: Record the dates during which a collector (other than a repository) assembled a collection in the administrative/biographical history element (Chapter 14).

Required/Discretionary

4.4A4 Mandatory

Sources of Information

4.4A5 Rule: Take the information from the prescribed sources of information for the level of description and the general class of material as indicated in Appendix C.

¹⁵ Content dates relate to the intellectual content or subject of the unit being described. If, for example, you are describing a memoir written in 1840 about the events of the War of 1812, the date of creation is 1840, and the content dates are 1812–14.

4.4B General Rules

4.4B1 Rule: At all levels of description, provide at least one type of date.

4.4B2 Rule: For the unit being described, record the date(s) for as many date types as required, in accordance with the rules for each date type, unless instructed otherwise. If appropriate, identify each date type in a consistent manner. Present the date types in any order.¹⁶

4.4B3 Rule: Where more than one date type is used, and where there are discrepancies between the date types, provide information about any discrepancies in a note (rule 10.1B9) as appropriate.

4.4B4 Rule: Give the date(s) of the unit being described either as a single date, or as a range of dates.

Styles of Dates

Single dates

4.4B5 Rule: Give the year(s) in Western-style Arabic numerals. If the date found in or on the unit being described is not of the Gregorian or Julian calendar,¹⁷ give the date as found and follow it with the year(s) of the Gregorian or Julian calendar in parentheses. Specify the name of the calendar, such as Republican, Jewish, Chinese, in a note (rule 10.1B9).

1975

1906 Mar. 17

2628 (1968)

(Example of note: Dated in accordance with the Chinese calendar)

an 14 (i.e., 1805)

(Example of note: Dated in accordance with the French Republican calendar)

Exact dates

4.4B6 Rule: Give exact dates in a consistent and unambiguous fashion, preferably expressed as year-month-day. Where exact dates are presented entirely in numerals, make it clear to the user which is the day and which is the month.

Estimated single dates

4.4B7 Rule: If no date(s) can be found on or in the material itself or from any other source, estimate the nearest year, decade, century or other interval as precisely as possible. Record estimated dates in a consistent fashion.

¹⁶ Institutions are encouraged to establish consistent policies and procedures for recording and presenting date types and dates.

¹⁷ Direction for converting dates from 1582 on from the Julian calendar to the Gregorian calendar is provided in AACR2R rule 22.17A n. 16.

probably 1867

approximately 1925

before 1867

after 1867 Jan. 5

1892 or 1893

between 1875 and 1901

probably between 1970 and 1979

No dates

4.4B8 Rule: Always estimate the date as instructed in 4.4B7; do not use "undated" at any level of description.

Date ranges

Inclusive dates

4.4B9 Rule: If the particular activity (i.e., record-keeping, creation, collection, etc.) pertaining to the unit being described took place over a span of time, always give the inclusive dates, that is, the earliest and latest dates of the activity in question as it relates to the unit being described.

1849-1851

4.4B10 Rule: At the fonds and series levels, when further accruals are expected, record the inclusive dates of the activity pertaining to the holdings currently in the custody of the repository. Record information about expected accruals in the accruals element (7.4).

4.4B11 Rule: At the fonds and series levels, when accruals to an open fonds or series are received, revise the date information accordingly.

Predominant dates

4.4B12 Rule: Optionally, where the dates pertaining to the majority of the documents in the unit being described differ significantly from the inclusive dates, provide predominant dates. Specify them as such, preceded by the word "predominant". Never provide predominant or bulk dates without inclusive dates.

1785-1960, predominant 1916-1958

Aberrant dates

4.4B13 Rule: Optionally, if the date(s) of the activity in question fall(s) outside the chronological sequence of the dates pertaining to the majority of the documents in the unit being

described, and providing inclusive and predominant dates would be misleading, give the aberrant date(s) separated from the dates of the majority by commas.¹⁸

1927, 1952-1978

Estimated date ranges

4.4B14 Rule: At aggregate levels of description, where the earliest and/or latest dates pertaining to the unit being described are estimates, indicate the estimated dates in a clear and consistent fashion.

approximately 1952-1978

Types of Dates

Date(s) of creation

Commentary: The date(s) of creation are the date(s) that the documents in the unit being described were originally created (e.g., date(s) of writing a letter, drawing a map, or painting a portrait) or the date(s) that an event or image was captured in some material form (e.g., date(s) that a photograph was taken, sound was originally recorded, or a film was shot).

See also particular rules in 4.4C regarding the definition of the dates of creation when describing moving image materials (rule 4.4C1) and sound recordings (rule 4.4C3).

4.4B15 Rule: Record the dates of creation for the unit being described in accordance with rules 4.4B2–14 and the following rules.

4.4B16 Rule: At the item level of description, if the unit being described is published, distributed, etc., record only the date of that action as instructed in the rules for dates of publication, distribution, etc.. (rules 4.4B24–34).

4.4 B17 Rule: At the series and file levels, if the unit being described consists of a mix of published and unpublished material, or if all the material in the unit being described is published but not published as a series or set, record the date(s) of creation. Do not record the date(s) of publication, distribution, etc.

4.4B18 Rule: When describing material that is a reproduction, consider the dates of the original documents, insofar as they can be ascertained, to be the dates of creation. Record the dates of reproduction as instructed in the rules for dates of reproduction (rules 4.4B35–37).

4.4B19 Rule: The date(s) of creation for a unit being described must fall within the range of dates of the unit of which it forms a part.

1934-1985

(Note: Dates of creation for the fonds)

1945-1960

¹⁸ Institutions are encouraged to establish consistent policies and procedures regarding the maximum number of aberrant dates to record.

(Note: Dates of creation for a series within the fonds)

1950-1955

(Note: Dates of creation for a file within the series)

1952

(Note: Date of creation for an item within the file)

Revisions

4.4B20 Rule: If revision(s) have been made on the document(s) itself/themselves, record the date(s) of creation of the unit being described, followed by the date(s) of the earliest and the latest revisions preceded by an appropriate descriptive term or phrase.

1980, revisions 1981-1982

1980-1981, revisions 1980-1984

Dates of record-keeping activity

Commentary: The date(s) of record-keeping activity are the dates during which the unit being described was created, accumulated, and/or maintained and used *as a unit* in the conduct of affairs by the organization or individual responsible for its provenance. They are distinct from the dates of creation of individual documents. Although the dates of record-keeping activity may often coincide with the dates of creation, the date types differ in two ways. First, the date(s) of record-keeping activity refer to the dates of a number of interrelated activities (including, but not limited to, creation), and secondly, the activities pertain to the unit as a whole as opposed to individual documents. Dates of creation, on the other hand, refer only to the activity of creation of individual documents that make up each unit (as opposed to the "creation" of an aggregate such as a fonds, series, or file). By giving these two date types different names and more precise definitions, the ambiguities of the date of creation are removed. The date(s) of record-keeping activity may not involve all of the activities in all cases. While creation, accumulation, maintenance, and use normally occur over the same interval, there may be circumstances in which certain activities take place outside that interval. For example, records may be accumulated and used for a current purpose long after they were originally created, for example, where much earlier records are assembled to support an investigation or a legal action.

4.4B21 Rule: At aggregate levels of description (i.e., fonds, series, file), record the date(s) of record-keeping activity for the unit being described, if known and if considered important, in accordance with rules 4.4B2–B14 and rules 4.4B22–B23. When describing a collection,¹⁹ do not record date(s) of record-keeping activity.

4.4B22 Rule: The dates of record-keeping activity must not be earlier than the date of the establishment of the creating organization or the birth date of the creating individual.

¹⁹ For the purposes of arrangement, collections of intentionally assembled materials are treated in the same manner as the fonds.

4.4B23 Rule: The date(s) of record-keeping activity for a unit being described must fall within the range of dates of the unit of which it forms a part.

1934-1985

(Note: Dates of record-keeping activity for the fonds)

1945-1960

(Note: Dates of record-keeping activity for a series within the fonds)

1950-1955

(Note: Dates of record-keeping activity for a file within the series)

Dates of publication, distribution, etc.

Commentary: The dates of publication, distribution, etc. are the date(s) of the various activities involved in making mass-produced items available to the public in some way. Such activities will vary depending on the medium involved, but can include publishing, distributing, releasing, and issuing of items. Other details, such as place of publication, name and function of publisher, distributor, etc., should be given if appropriate in accordance with the rules in 4.4D.

4.4B24 Rule: Record the date(s) of publication, distribution, etc. only at the item level. At the series and file levels, record those date(s) only where all the material in the unit being described belongs to the same published series or set.

4.4B25 Rule: As appropriate or necessary, when describing a published item, give also the place of publication, the name of publisher, and any other publication details considered important as instructed in the rules in 4.4D. Provide the selected elements in any appropriate order.

4.4B26 Rule: For an item, give the date (i.e., year) of publication, distribution, etc., of the edition, revision, or version being described in accordance with rules 4.4B2–B14 and rules 4.4B27–B34. If there is no edition statement, give the date of the first publication of the edition to which the item belongs, or its first distribution or release.

Incorrect or fictitious date(s) of publication, etc.

4.4B27 Rule: Record the date as found in or on the item even if it is known to be incorrect. Supply the correct date if known.²⁰

1697 (i.e. 1967)

If necessary, explain any discrepancy in a note (rule 10.1B9).

1963 (i.e. 1971)

(Example of note: Originally issued as a sound disc in 1963; issued as a cassette in 1971.)

²⁰ The intent of this rule is to correct an error made by the publisher, distributor, etc., not to relay information about the date of creation of the originals.

4.4B28 Rule: If the original publication date is covered by a label containing publication date(s) relating to a re-publication, reissue, etc., give the publication date of the later publication. Give the publication date of the original in a note (rule 10.1B9) if it can be readily ascertained.

Date of distribution

4.4B29 Rule: If the publication date differs from the date of distribution, add the date of distribution (indicated as such) if it is considered to be significant.

1973, distributed 1975

Copyright date

4.4B30 Rule: Optional addition. Give the latest date of copyright, preceded by the word “copyright,” following the date of publication, distribution, etc. if the copyright date is different.

1967, copyright 1975

1981, copyright 1975

Alternative date(s)

4.4B31 Rule: If the dates of publication, distribution, etc., are unknown, give the copyright date or, in its absence, the date of manufacture (indicated with an appropriate descriptive term) in its place.

1967, copyright 1967

1967 printing

1979 pressing

Date of manufacture

4.4B32 Rule: Optional addition. Give the date of manufacture if it is found in or on the item and it differs from the date of publication, distribution, etc., and is considered important by the institution describing the item.

London : J. Lane, 1902 (1907 printing)

Hull [Québec] : M. Brouard, 1904 (imprimé en 1920)

Unknown date of publication, etc.

4.4B33 Rule: If no date of publication, distribution, etc., copyright date, or date of manufacture appears in or on the item, supply an approximate date of publication, distribution, etc., as instructed in rule 4.4B7.

4.4B34 Rule: Optionally, give an approximate date of publication, distribution, etc., if it differs significantly from the date(s) specified in rule 4.4B31.

probably 1982, copyright 1949

Dates of broadcast

Commentary: Although broadcasting can be considered a form of publishing through public dissemination of program(s), its application is more limited in that a) broadcasts are not mass-produced, and b) only sound recordings and moving image materials can be broadcast.

Rules for recording date(s) of broadcast for moving images and sound recordings are found in rules 4.4C2 and 4.4C4, respectively.

Dates of reproduction

This section provides rules for recording the date(s) of reproduction for unpublished material that has been copied or transferred to another support. The reproduction can involve the same medium (e.g., photocopying newsprint onto acid-free paper) or a different medium (e.g., copying paper to microfilm, or vinyl disks to audiotape).

4.4B35 Rule: If the unit being described is a reproduction, and the dates when the reproduction was made can be ascertained, give the date(s) of reproduction in accordance with rules 4.4B2–B14 and 4.4B36–B37. Precede the date(s) of reproduction with a descriptive term or phrase that reflects the process that resulted in the reproduction.

1966

(Note: Date of creation)

Transcribed 1988 May

1920

(Note: Date of creation)

Transferred to videodisc 1974

1771-1774

(Note: Dates of creation)

Microfilmed 1973-1974

1975

(Note: Date of creation)

Re-recorded and enhanced in 1992

4.4B36 Rule: If the unit being described contains both originals and reproductions, give the date(s) of creation as instructed in rules 4.4B15–B20, and give any relevant information pertaining to the reproductions in the scope and content element (5.1) or in a note.

1778-1783

(Note: Dates of creation)

(Note: Scope and content: File includes some transcripts that were copied in 1916)

1916-1920

(Note: Dates of creation)

(Example of note: Includes a few copy negatives made in 1991)

4.4B37 Rule: When describing material that has been produced in multiple copies for sale, distribution, and the like, do not consider the dates of copying for distribution, etc. to be dates of reproduction. Instead, record the dates of publication, distribution, etc. in accordance with rules 4.4B24–B34.

4.4C Rules for Describing Particular Media

Moving Image Materials

Date(s) of creation

4.4C1 Rule: For moving image materials, consider the date(s) of creation to be the date(s) of shooting.

Date of broadcast²¹

4.4C2 Rule: Optionally, if known and if considered important to users, record the date of the initial broadcast for broadcast moving images in accordance with rules 4.4B2–B14.

Sound Recordings

Date(s) of creation

4.4C3 Rule: For sound recordings, consider the date(s) of creation to be the date(s) of recording.

Date of broadcast

4.4C4 Rule: Optionally, if known and if considered important to users, record the date of the initial broadcast for broadcast sound recordings in accordance with rules 4.4B2–B14. If considered important, record other dates, such as rebroadcast date(s), in a note (rule 10.1B9).

4.4D Other Publication Details

4.4D1 Rule: As appropriate or necessary, when describing a published item, give also the place of publication, the name of publisher, and any other publication details considered important as instructed in the following rules. Provide the selected elements in any appropriate order.

4.4D2 Rule: Give names of places, people, or bodies as they appear, omitting accompanying prepositions unless case endings would be affected. Use abbreviations as instructed in Appendix B.

Place of Publication, Distribution, etc.

4.4D3 Rule: Transcribe a place of publication, distribution, etc., in the form and the grammatical case in which it appears.

²¹ Broadcast items include sound recordings, films, kines, or videos: a) prepared as the source for a broadcast; b) made by a radio or television station at the time of transmission; c) made as an audiovisual recording of a received radio broadcast or television transmission. An item that has been used as an *insert* during a radio broadcast or television transmission (e.g. published sound recording or video) is not a broadcast item unless it was specifically prepared as the source for a broadcast. However, a recording that was made by a radio or television station at the time of transmission and that includes such inserts is a broadcast item. Likewise, an audiovisual recording of a received radio broadcast or television transmission (i.e. *off-air* recording) with or without such inserts is also a broadcast item.

Köln

Lugduni Batavorum

Den Haag

4.4D4 Rule: If the name of a place appears in more than one language or script, give the form in the language or script of the title proper. If this criterion does not apply, give the form that appears first.

4.4D5 Rule: Supply another form of the name of a place if such an addition is considered desirable as an aid to identifying the place.

Lerpwl (Liverpool)

Christiania (Oslo)

4.4D6 Rule: If the name of the country, province, state, etc., appears in the source of information, transcribe it after the name of the place if it is considered necessary for identification, or if it is considered necessary to distinguish the place from others of the same name. Supply the name of the country, province, state, etc., if it does not appear in the source of information but is considered necessary for identification or distinction, using the English form of name if there is one. Use abbreviations as instructed in Appendix B.

Tolworth, England

(Note: City and country, etc. appear in prescribed source of information)

Waco, Tex.

London, Ont.

(Note: City alone appears in prescribed source of information)

4.4D7 Rule: If a place name is found only in an abbreviated form in the item, transcribe it as found and add the full form or complete the name. Place such additions in square brackets.

Mpls [i.e. Minneapolis]

Rio [de Janeiro]

4.4D8 Rule: If two or more places in which a publisher, distributor, or the like has offices are named in an item, give the first named place. Give any subsequently named place that is given prominence by the layout or typography of the source of information. If the first named place and any place given prominence are not in the home country of the institution describing the item, give also the first of any subsequently named places that is in the home country. Omit all other places.

Toronto

(Note: Source of information reads: Toronto, Buffalo, London. Institution describing the unit is in Canada)

Montréal ; Toronto

(Note: Toronto given prominence by typography)

For items with two or more places of publication, distribution, etc., relating to two or more distributors, publishers, etc., see rule 4.4D15.

4.4D9 Rule: If the place of publication, distribution, etc., is uncertain, supply the probable place in the language of the prescribed source of information, followed by a question mark.

Edmonton?

If no probable place can be given, supply if possible the name of the country, province, state, etc. If, in such a case, the country, province, state, etc., is not certain, follow it by a question mark.

Manitoba?

If no place or probable place can be given, state that the place of publication is unknown.

Place of publication unknown

4.4D10 Rule: Optionally, give the full address of a publisher, distributor, etc. after the name of the place. Enclose the full address in parentheses. Do not give the full address for major trade publishers.

London (108 Gloucester Ave., NW1 8HX)

Name of Publisher, Distributor, etc.

4.4D11 Rule: Give the name of the publisher, distributor, etc., following the place(s) to which it relates.

New York : RCA Victor

Cincinnati : Russell-Morgan Printing Co.

4.4D12 Rule: Give the name of a publisher, distributor, etc., in the shortest form in which it can be understood and identified internationally.

If the shortest form of the name of the publisher, distributor, etc., is in more than one language or script, give the form that is in the language or script of the title proper. If this criterion does not apply, give the shortest form in the language or script that appears first.

Optionally, give the shortest form in each language or script. Precede each parallel statement by an equals sign. If the shortest form is the same in all languages or scripts, give it only once.

: Éditions du peuple = Commoner's Pub.

4.4D13 Rule: In giving the name of a publisher, distributor, etc., retain

- (a) words or phrases indicating the function (other than solely publishing) performed by the person or body.

Printed for the CLA by the Morris Print. Co.

Distributed by New York Graphic Society

Lithographed and published by E. & J. Brown

- (b) parts of the name required to differentiate between publishers, distributors, etc., or to identify subsidiary companies.

Longmans, Green

- (c) *but* Longmans Educational *not* Longmans

4.4D14 Rule: If the name of the publisher, distributor, etc., appears in a recognizable form in the title and statement of responsibility, give it in the date element in the shortest possible form. If, in such a case, the publisher, distributor, etc., is a person, give the initials and the surname of the person.

Fichier de terminologie / Office de la langue française, Centre de terminologie. –
Québec : O.L.F., 1972

4.4D15 Rule: If an item has two or more²² publishers, distributors, etc., describe it in terms of the first named and the corresponding place(s). In the following cases, add subsequently named publishers, distributors, etc., and their corresponding places (if they are different from the place(s) already named):

- a) when the first and subsequently named entities are linked in a single statement;
- b) when the first named entity is a distributor, releasing agency, or the like and a publisher is named subsequently;

²² Use this rule when describing cartographic materials published in more than one physical part when the publisher, etc., or the name of the publisher, etc., changes in the course of publication. Publishers other than the first may be recorded in a note. Alternatively, give the places and names of all the publishers.

- c) when a subsequently named entity is clearly distinguished as the principal publisher, distributor, etc., by layout or typography;
- d) when the subsequently named publisher, distributor, etc., is in the home country of the institution describing the item and the first named publisher, distributor, etc., is not.

4.4D16 Rule: Optionally, give the name and, when appropriate, the place of a distributor when the first named entity is a publisher.

Stockholm : Grammofon AB BIS ; New York : distributed by Qualitron Imports

4.4D17 Rule: If the unit being described is a sound recording that bears both the name of the publishing company and the name of a sub-division of that company or a trade name or brand name used by that company, record the name of the sub-division, trade name, or brand name as the name of the publisher.

London : Ace of Clubs

(*Note: Audio disc label reads: Decca Record Company / Ace of Clubs*)

If, however, a trade name appears to be the name of a publisher's series rather than of a publishing sub-division, record it as a publisher's series. In case of doubt, treat the name as a publisher's series title.

London : Disney Productions ... – (Disney storyteller)

4.4D18 Rule: If the name of the publisher, distributor, etc., is unknown, state that.

Paris : Publisher unknown

4.4D19 Rule: In case of doubt about whether a named agency is a publisher or a manufacturer, treat it as a publisher.

Function of Publisher, Distributor, etc.

4.4D20 Rule: Optional addition. For an item, add to the name of a publisher, distributor, etc., one of the terms below:

- distributor
- producer (use for a producing entity other than a production company)
- production company
- publisher

unless:

- a) the phrase naming the publisher, distributor, etc., includes words that indicate the function performed by the person(s) or body (bodies) named;
- or* b) the function of the publisher, distributor, etc., agency is clear from the context.

Montréal : National Film Board of Canada [production company] ; London : Guild Sound and Vision [distributor]

Place of Manufacture, Name of Manufacturer

4.4D21 Rule: For an item, if the name of the publisher or distributor is unknown, and the place and name of the manufacturer are found in or on the item, give the place and name of the manufacturer.

Publisher unknown, 1970 (London : High Fidelity Sound Studios)

4.4D22 Rule: In recording the place and name of the manufacturer, follow the instructions in rules 4.4D3–D19.

4.4D23 Rule: Optional addition. Give the place of manufacture and/or name of manufacturer if they are found in or on the item and differ from the place of publication, distribution, etc., and name of publisher, distributor, etc., and are considered important by the institution describing the item.

London : J. Lane, 1902 (1907 printing)

Hull [Québec] : M. Brouard, 1904 (imprimé en 1920)

4.5 Extent and Material Elements

Introduction

Commentary: Archival descriptions have long included information about the quantity and physical nature of the material. Such information is important for several reasons. It enables users to eliminate material that is irrelevant to their needs, for example, a user may want only the material containing photographs. It also enables users to plan their research: knowing the quantity is important because it takes longer to go through 30 boxes or 20 hours of sound recordings than it does to go through one box or five hours. Such information may also serve an administrative purpose by providing the repository with data about the extent of its holdings and storage space required.

Archival material exists in many physical forms, each of which has different characteristics. Describing all possible aspects of the physical embodiment of archival material is a complex matter and requires many rules. To make these rules (and the descriptions that result from them) easier to use, they are divided into three sub-elements: extent, physical characteristics, and dimensions. The extent sub-element is required at the fonds and series levels, and at the file and item levels if the extent is not clear from the title or other parts of the description. The rules provide a number of ways of presenting the required information. The amount of detail provided, particularly in the physical characteristics and dimensions sub-elements, is a matter of institutional policy, depending on user needs and available resources. Further detail about the scope of the rules for each sub-element is provided below.

Purpose

4.5A1 The purpose of the entire extent and material element is to indicate the quantity and the physical nature of the unit being described.

Scope

4.5A2 This element provides rules for recording three aspects of extent and material: extent, physical characteristics, and dimensions. The scope of each is defined as follows:

- The extent sub-element provides rules for indicating the quantity of the unit being described either in terms of numbers of physical items, numbers of containers or carriers, or physical space occupied. It also indicates the duration of moving image material and sound recordings. Rules for indicating extent are found in 4.5.1.
- The physical characteristics sub-element provides rules for indicating the techniques and physical processes by which an object came into being, as well as other aspects of physical description such as support, playing speed, etc. Rules for indicating physical characteristics are found in 4.5.2.
- The dimensions sub-element provides rules for recording the length, width, height, and/or diameter of the unit being described; the container(s) in which it is housed; and/or the physical carrier(s) on which it is stored. Rules for indicating dimensions are found in 4.5.3.

Exclusions

4.5A3a Rule: Record information about physical characteristics and the like that affect the use of the unit being described in the physical access element (6.2).

4.5A3b Rule: Record information about the intellectual form of the unit being described in the title (4.3) and/or the scope and content element (5.1).

Required/Discretionary

4.5A4 The rules for each sub-element indicate whether it is required or not.

Sources of Information

4.5A5 The rules for each sub-element indicate the sources of information to be used in its description.

4.5.1 Extent Element

4.5.1A Preliminary Rules

Purpose

4.5.1A1 The purpose of this element is to indicate the extent of the unit being described.

Scope

4.5.1A2 The extent sub-element provides rules for indicating the quantity of the unit being described either in terms of numbers of physical items, numbers of containers or carriers, physical space occupied, or digital extent. It also indicates the duration of moving image material and sound recordings. It may be used at all levels of description.

To indicate the physical nature of the unit being described, archival material is divided into the general classes of material named and defined in the table below. In addition to providing a means of organizing the media-specific rules, the general classes of material point to recommended general material designations to be used in extent statements to indicate the type of material where more specific information is not available.

However, these rules do not prescribe or recommend terms to be used to describe specific materials. Instead, institutions are encouraged to develop a list of specific material designations that suit their needs and to use them consistently. Suggested sources for such lists are provided in the footnotes below.

General Class of Material	Definition	Recommended General Material Designation
Textual materials	Documents in which information is represented as text (handwritten, typed, printed, or displayed words and/or numbers) readable by the eye, with or without the mediation of a machine.	textual material
Graphic materials	Documents in the form of pictures, photographs, drawings, watercolours, prints, and other forms of two-dimensional pictorial representations. The rules cover the description of most two-dimensional graphic materials, whether intended to be viewed by reflected or transmitted light, e.g., film strips. Certain other general classes of material, i.e., cartographic materials, and architectural and technical drawings, may include pictorial representations. When describing such materials, use the rules for	graphic material ²³

²³ For terms identifying specific classes of graphic material, see Toni Peterson, dir., *Art and Architecture Thesaurus*, 2nd ed. (New York: Oxford University Press on behalf of the J. Paul Getty Trust, 1994) or a more recent edition, and online at <http://www.getty.edu/research/tools/vocabulary/aat/>; and *Thesaurus for Graphic Materials* (Washington, D.C.: Library of Congress, 1995).

	cartographic materials, and architectural and technical drawings, respectively.	
Cartographic materials	Records containing information depicting in graphic or photogrammetric form, a portion of the linear surface of the earth or of a heavenly body (such as maps, charts, plans and related materials including globes, atlases, topographic and hydrographic charts, cartograms, relief models, and aerial photographs).	cartographic material ²⁴
Architectural and technical drawings	<p>Conceptual drawings (e.g., sketches), renderings, working drawings, or detail drawings, published or unpublished. Includes drawings (both originals and reproductions) as well as to three-dimensional representations and models. These rules also apply to drawings of theoretical concepts, or proposals (e.g., competitions), which are not necessarily realized.</p> <p>Architectural drawings include pictorial representations of humanmade structures intended to show how they will appear when completed. They also include plans of mechanical, plumbing, heating, and electrical, etc., systems; interior design; furniture; and decorative art works that are part of a building.</p> <p>Technical drawings include plans for the construction of proposed or actual stationary structures (e.g., bridges, canals, dams) and movable objects (e.g., equipment, machinery, ships, tools, vehicles, weapons) other than buildings.</p>	architectural drawing ²⁵ technical drawing
Moving images	Visual images, with or without sound,	moving image material ²⁶

²⁴ Specific material designations pertinent to the description of cartographic materials within fonds, particularly at the item level of description, are found in Hugo Stibbe, Vivien Cartmell, and Velma Parker, eds. *Cartographic Materials: A Manual of Interpretation for AACR2* (Ottawa: Canadian Library Association, 1982) or a more recent edition.

²⁵ For terms identifying specific classes of architectural material, see Toni Peterson, dir., *Art and Architecture Thesaurus*, 2nd ed. (New York: Oxford University Press on behalf of the Paul Getty Trust, 1994), or Vicki Porter and Robin Thorne, *A Guide to the Description of Architectural Drawings* (New York: G.K. Hall, published on behalf of the Getty Art History Information Program, c.1994).

²⁶ Specific material designations pertinent to the description of moving image materials, particularly at the item level of description, are found in *The FIAF Cataloguing Rules for Film Archives* (Munich: K.G. Saur, 1991); Wendy White-Hensen, *Archival Moving Image Materials: A Cataloging Manual*, 2nd ed. (Washington, D.C.: Library of Congress, 2000); and *The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related*

	recorded on any medium, that, when viewed, may present the illusion of motion. Corresponding sound elements are also included.	
Sound recordings	Sounds that, when fixed on a medium, can be reproduced.	sound recording ²⁷

Exclusions

4.5.1A3a Rule: Record information about physical characteristics in the physical characteristics sub-element (4.5.2).

4.5.1A3b Rule: Record information about the dimensions of the unit being described in the dimensions sub-element (4.5.3).

Required/Discretionary

4.5.1A4

Fonds	Series	File	Item
Mandatory	Mandatory	Optional*	Optional*

* Extent should be provided at the file and item level if it is not immediately obvious from the title or other parts of the description.

Sources of information

4.5.1A5 Rule: Take the information from any reliable source.

Examples

4.5.1A6 The specific material designations used in the examples are illustrative and not prescriptive. Institutions are encouraged to develop their own lists of specific material designations.

4.5.1B General Rules

Commentary: The following rules are intended to provide the user with information about the quantity and physical nature of the material being described. The rules provide a variety of possible ways to express extent, depending on what is known about the unit being described. To understand the ways of expressing extent, the archivist should be familiar with all of the general rules. The general rule (4.5.1B2) directs the archivist to be as specific as possible when describing extent and medium; however, there is no requirement to be counting individual items if their quantity and nature is not already known or cannot be easily ascertained. The general rules that follow (4.5.1B3–B16) provide a number of ways to express extent and medium,

Audiovisual Media (Stockholm: International Association of Sound and Audiovisual Archives, 1999), and online at <http://www.iasa-web.org/icat/icat001.htm>.

²⁷ Specific material designations pertinent to the description of sound recordings, particularly at the item level of description, are found in *The IASA Cataloguing Rules: A Manual for the Description of Sound Recordings and Related Audiovisual Media*. (Stockholm: International Association of Sound and Audiovisual Archives, 1999), and online at <http://www.iasa-web.org/icat/icat001.htm>.

depending on the amount of information available and/or on institutional policy. Description is an iterative process, and information may change as processing takes place and more information is known about the unit being described. The amount of detail provided at particular levels of description, or as processing proceeds, is a matter of institutional policy, depending on user needs and available resources. The following table summarizes the choices available in order of preference.

Condition	Action
If exact extent is known or readily ascertainable	State the extent using rules 4.5.1B2-B5
If exact extent is neither known nor readily ascertainable	Estimate the extent using rules 4.5.1B6-B7.
If extent cannot be estimated	Express linear extent using rules 4.5.1B8–B11 or digital extent using rule 4.5.1B12.
If extent cannot be estimated	Express extent in number of containers or carriers using rules 4.5.1B13–B16.

System of measurement

4.5.1B1 Rule: Use the metric system of measurement.

4.5.1B2 Rule: At the fonds and series levels (and at the file and item levels if the extent is not immediately obvious from the title or other parts of the description), record the extent of the unit being described by giving the number of physical units in Arabic numerals and, unless otherwise instructed in the following rules, a specific material designation, if known or readily ascertainable. Be as specific as possible, for example, use “paintings” or “watercolours” instead of “graphic material”; “films” or “videos” instead of “moving image material.”

21 metres of textual material

2 film reels

1,000 photographs

50 technical drawings

800 maps

12 audio cassettes

See also particular rules in 4.5C regarding the application of these rules when describing textual materials (rules 4.5.1C1–3), cartographic materials (rules 4.5.1C4–8), architectural and technical drawings (rules 4.5.1C9–11), moving image materials (rules 4.5.1C12–14), and sound recordings (rules 4.5.1C15–16).

Records in Electronic Form

4.5.1B3 Rule: If appropriate, add a qualifying word or phrase in parentheses to describe the type of computer or data file.

6 photographs (tiff)

1 sound recording (mp3)

More than One Class of Material

4.5.1B4 Rule: When the unit being described contains parts that consist of more than one class of material, give the number of physical units and the specific material designation for each type of material, if known or readily ascertainable.

35 feet of textual material, 4 maps, 12 photographs, 1 audio cassette
(Note: Unit being described consists of more than one general class of material)

50 watercolours, 10 photographs, 6 drawings, 3 filmstrips, 1 painting (oil on canvas)
(Note: Unit being described consists of several types of material falling within the same general class of material)

184 remote-sensing images, 6 photographs (tiff), and 1 sound recording (mp3)
(Note: Unit being described consists of more than one general class of material)

1 photograph and 1 identification key
(Note: Unit being described consists of more than one specific class of material)

1 videocassette and 1 poster
(Note: Unit being described consists of more than one specific class of material)

4.5.1B5 Rule: Where the unit being described consists predominantly of a single class of material, but is known to contain other classes of material for which accurate extents are not easily ascertainable, give the extent of the material that predominates and note the existence of other material.

38 metres of textual records (some files contain photographs)

250 photographs (includes some drawings and watercolours)

Estimated Extent

4.5.1B6 Rule: If the parts of the unit being described are numerous and the exact number cannot be readily ascertained, give an approximate number and indicate that it is an estimate.

Approximately 200 audio cassettes

About 24,000 maps

Nearly 11,000 photographs

4.5.1B7 Rule: Where the specific material designation(s) of all parts of the unit being described cannot be readily ascertained, indicate the most predominant and add a phrase indicating the general material designation, or if the material is very diverse, include the phrase “and other material.”

Approximately 8,500 maps and other cartographic material

About 1,780 architectural drawings and other material

Extent Expressed in Linear Measurement

4.5.1B8 Rule: Optionally, record the linear shelf space occupied by the unit being described, followed by the specific material designation. Express fractions of metres as decimals.

6 metres of moving image material

4.5.1B9 Rule: If the unit being described consists of more than one class of material, record the linear shelf space occupied by the unit being described and the specific material designation for each type of material in the unit being described.

9.105 metres of textual material, 0.05 metres of graphic material

4.5.1B10 Rule: If specific material designations for all parts of the unit being described cannot be readily ascertained, record the linear shelf space occupied by the unit being described, followed by a phrase indicating the general material designation, or if the material is very diverse, the general material designation of the most predominant and the phrase “and other material.”

12 metres of graphic material

6 metres of moving image material and other material

4.5.1B11 Rule: Optionally, add the linear shelf space occupied as a qualifier even when more exact measures are available.

120 architectural drawings (1.3 metres)

Extent Expressed in Numbers of Containers or Carriers

Commentary: Extent can be expressed in terms of the number of containers and/or number of physical carriers. A *container* is a housing for an item, a group of items, or part of an item that is physically separable from the material being housed, such as boxes, folders, envelopes, volumes, portfolios, and the like. A *physical carrier* is a physical medium in which data, sound, images, etc. are stored, for example, microfilm, microfiche, or computer disks. For certain categories of material, the physical carrier consists of a storage medium (e.g., tape, film) sometimes encased in

a housing (e.g., cassette, cartridge) that is an integral part of the item, such as audio cassettes, aperture cards, computer cartridges, and so on.

4.5.1B12 Rule: Optionally, record the number of containers or carriers occupied by the unit being described, followed by a phrase indicating the specific material designation or the general material designation for the material being described. Optionally, include the dimensions of the container(s) or carrier(s) as instructed in 4.5.3.

23 boxes of photographs

3 volumes of architectural drawings

8 zip disks of graphic material

4.5.1B13 Rule: If the unit being described consists of more than one class of material, record the number of containers or carriers occupied and the specific material designation for each particular class of material in the unit being described.

4 boxes of textual material, 2 boxes of photographs, 1 box of audio cassettes

4 microfiches of textual material, photographs, and drawings

4.5.1B14 Rule: If specific material designations for all parts of the unit being described cannot be readily ascertained, record the number of containers or carriers occupied by the unit being described, followed by a phrase indicating the general material designation; or if the material is very diverse, the general material designation of the most predominant and the phrase “and other material.”

5 boxes of sound recordings

2 CD-ROMs containing textual material and graphic material

4.5.1B15 Rule: Optionally, add the number of containers or carriers as a qualifier even when more exact measures are available.

3 metres of textual material (9 boxes)

2400 photographs (36 boxes)

approximately 6,000 maps (1,270 rolls)

300 photographs (1 CD-ROM)

170 maps (3 microfiche)

Open Fonds/Series or Incomplete Units of Description

Commentary: Institutions that receive periodic accruals of records from organizations will have "open" fonds or series, that is, those for which further accruals are expected. Even though the fonds or series in the custody of the institution is not complete, it is important to record the extent (and dates) of the holdings currently in custody to provide clear information to users. Information about anticipated accruals may be recorded as instructed in the accruals element (7.4).

4.5.1B16 Rule: At the fonds or series levels, where the unit being described is not yet complete, give the extent of the material currently in the custody of the archival institution as instructed in rules 4.5.1B1–13.

4.5.1B17 Rule: At the fonds and series levels, when accruals to an open fonds or series are received, revise the extent (and date) information accordingly.

Multilevel Description

4.5.1B18 Rule: The extent of a unit being described must fall within the extent of the unit of which it forms a part.

ca. 460 metres of textual material
ca. 90,000 photographs
390 videocassettes (37 hours)
49 audio cassettes
431 architectural drawings
(*Note: Extent and material of the fonds*)

35 metres of textual material
25 architectural drawings
300 photographs
(*Note: Extent and material of a series within the fonds*)

20 photographs
(*Note: Extent and material of a file within the series*)

4.5.1C Rules for Describing Particular Media

Textual Material

4.5.1C1 Rule: At all levels of description, give the linear extent for the unit being described in arabic numerals followed by the phrase “of textual material.”

47 cm of textual material

20.2 m of textual material

4.5.1C2 Rule: Optionally, if the unit being described is less than 3 cm²⁸, express the primary statement of extent in terms of the number of volumes, folders, pages, or leaves followed by the phrase “of textual material.”

3 folders of textual material

2 pages of textual material

4 volumes of textual material

4.5.1C3 Rule: Optional addition. If a further measure of extent is required, add such information (e.g., the exact or approximate number of leaves, pages, etc.) in parentheses after the primary statement of extent.

2.5 cm of textual material (100 folded leaves)

3 cm of textual material (150 pages)

Cartographic Material

Multiple maps, etc.²⁹, on one or more sheets

4.5.1C4 Rule: If a map or other two-dimensional cartographic item is drawn/printed in two or more segments on one sheet (same side or recto and verso) designed to fit together to form one map or other item, describe it as follows:

1 map

(Note: One map printed in 3 segments on the recto of one sheet)

1 map : both sides

(Note: One map with 1 segment on the recto and 1 segment on the verso)

4.5.1C5 Rule: If there is more than one map or other item on a sheet, give the number of complete maps or other items and the number of sheets.

4 maps on 1 sheet

10 map sections on 1 sheet

4.5.1C6 Rule: If maps or other items are on two or more sheets but so designed that they could be fitted together to form one or more maps or other items, give the number of completed maps or other items followed by the number of sheets.

1 map on 2 sheets

13 maps on 7 sheets

²⁸ Institutions may establish a different limit as a matter of policy.

²⁹ “Maps” refers to two-dimensional cartographic materials such as map, profile, sections, and views.

4.5.1C7 Rule: If the unit being described consists of a number of sheets each of which has the characteristics of a complete map (e.g., a contiguous area map series), give the extent as instructed in rules 4.5.1B1–16.

136 maps

Overlays

4.5.1C8 Rule: If the unit being described is comprised of base map(s) with overlays, or consists only of overlays, give the total number of maps preceding the specific material designation. Give the number of base maps and the number of overlays, enclosed in parentheses, following the specific material designation. This rule is optional above the item level of description.

7 maps (7 bases, 12 overlays)

1 map (6 overlays)

(Note: The six overlays together constitute the map, there is no base map as such)

Architectural and Technical Drawings

Multiple drawings on one or more sheets

4.5.1C9 Rule: Optional addition. If there is more than one drawing on a sheet, give the number of complete drawings and the number of sheets.

4 architectural drawings on 1 sheet

10 technical drawings on 1 sheet

12 architectural drawings on 6 sheets

4.5.1C10 Rule: If drawings are on two or more sheets but so designed that they could be fitted together to form one or more drawings, give the number of completed drawings followed by the number of sheets.

1 architectural drawing on 2 sheets

13 technical drawings on 7 sheets

Overlays

4.5.1C11 Rule: Optional addition. If the unit being described is comprised of base drawing(s) with overlays, or consists only of overlays, give the total number of drawings preceding the specific material designation. Give the number of base drawings and the number of overlays, enclosed in parentheses, following the specific material designation. This rule is optional above the item level of description.

1 architectural drawing (1 base, 3 overlays)

260 architectural drawings (with overlays)

10 architectural drawings (9 with overlays)

Moving Image Materials

Duration

4.5.1C12 Rule: Give the playing time of the unit being described. Optionally, if the precise duration is not known, estimate it.

1 videocassette (1 hr., 58 min., 29 sec.)

225 film reels (ca. 112 hr.)

Physical length

4.5.1C13 Rule: Optionally, for film, give either the physical length, or the duration and the physical length, of the unit being described. If the precise length is not known, estimate it.

2 film reels (606 m)

3 film cartridges (ca. 10 m)

1 film reel (29 min., 1 sec. ; 303 m)

4.5.1C14 Rule: If the parts (e.g., reels, etc.) of the physical unit being described are numerous, give the duration and/or the length for each part in a note.

Sound Recordings

4.5.1C15 Rule: Use [*instrument*] roll, as appropriate, for rolls.

2 piano rolls

Duration

4.5.1C16 Rule: Give the playing time of the unit being described. Optionally, if the precise duration is not known, estimate it.

2 audio discs (1 hr., 20 min.)

1 audio cassette (ca. 40 min.)

Records in Electronic Form

Digital Extent

4.5.1C17 Rule: Optionally, give the digital extent (e.g., bytes, kilobytes, megabytes, gigabytes, terabytes) of the unit being described in Arabic numerals. Follow the digital extent with a phrase containing an appropriate specific material designation or general material designation. If a further measure of extent is required, add such information after the primary statement of extent.

5 GB of photographs

2 TB (3 maps)

4.5.2 Physical Characteristics Element

4.5.2A Preliminary Rules

Purpose

4.5.2A1 The purpose of this element is to indicate the physical characteristics of the unit being described.

Scope

4.5.2A2 This section provides rules for recording the physical characteristics of the unit being described. *Physical characteristics* refers to the techniques and physical processes by which an object came into being, including such aspects as color, polarity, base or support, medium, production process, layout, identifying marks, and any other details relating to the physical nature of the material. Although it may be used at all levels of description, it is most often used at the item level.

Exclusions

4.5.2A3a Rule: Record information about dimensions of the unit being described in the dimensions element (4.5.3).

4.5.2A3b Rule: Record information about the quantity of the unit being described in the extent element (4.5.1).

4.5.2A3c Rule: Record information about any physical conditions affecting use in the physical access element (6.2).

Required/Discretionary

4.5.2A4 Optional

Sources of Information

4.5.2A5 Rule: Take the information from any reliable source.

4.5.2B General Rules

Commentary: Archival material exists in many physical forms, each of which has different characteristics. The rules in this section enable an archivist to describe most physical characteristics of the classes of material commonly found in archival holdings. However determining those aspects that are sufficiently important to be included in descriptions is up to each institution. Information about the physical characteristics of the unit being described may be recorded at any level of description, but is most often used at the item level. The amount of detail provided at each level of description is a matter of institutional policy, depending on user needs and available resources.

See also particular rules regarding the formation of this element when describing textual materials (rule 4.5.2C1), graphic materials (rule 4.5.2C2–12), cartographic materials (rules 4.5.2C13–28), architectural and technical drawings (rules 4.5.2C29–40), moving image materials

(rules 4.5.2C41–59), and sound recordings (rules 4.5.2C60–75), microforms³⁰ (rule 4.5.2C76), and records in electronic form (rules 4.5.2C77–79).

4.5.2B1 Rule: Give information about physical characteristics (other than extent, dimensions, and physical conditions affecting use) that are considered important for each class of material as instructed in the following rules.

6 photographs : cyanotype

25 photographs : stereograph glass negatives

3 film reels : si., b&w

10 microfilm reels : negative

1 photograph : col., mounted on linen

36 photographs : filmstrip

4.5.2B2 Rule: Apply these rules at higher levels of description only when the physical characteristics of the materials are homogeneous.

4.5.2C Rules for Describing Particular Media

Textual Materials

4.5.2C1 Rule: Record information about the material on which the unit being described is written if it is other than paper, the presence of seals, or the type of binding, and any other physical characteristics that are considered important.

: parchment

: 2 seals, pendant

: watermarks

Graphic Materials

4.5.2C2 Rule: Record, in any appropriate order, any physical characteristics that are considered important as instructed in the following rules. Omit any characteristics implicit in the specific material designation, that is, no statement regarding the presence of illustrations is required.

Medium, support, process, etc.

4.5.2C3 Rule: Give additional details regarding the medium, base or support, process, method of reproduction, or other technical specification.

³⁰ Microforms and records in electronic form are not a general class of material like the others. The extent of microform and records in electronic form must be qualified by including an indication of their content, i.e., textual material, cartographic material, etc. However they are included here to achieve consistency in presenting the rules for describing physical characteristics and dimensions.

ca. 1,000 photographs : nitrate negatives

14 paintings : oil on canvas

5 photographs : 1 panorama

1 drawing : 6 sketches, pencil

Polarity

4.5.2C4 Rule: Indicate if the graphic unit being described is of reverse polarity or is double sided.

ca. 1,000 photographs : nitrate negatives

1 photograph : negative print

Multiple techniques, processes, etc.

4.5.2C5a Rule: When multiple techniques, processes, etc. are identified, name each, with the predominant technique, process, or the like, if any, named first. These terms may be freely combined with the use of conjunctions and prepositions as necessary.

1 collage : photographs, newspaper clippings, and paint

1 drawing : pen and brown ink over pencil, with touches of watercolour

1 print : etching, mezzotint, drypoint, reversed soft ground engraving, electric stippler, scraping, and burnishing

4.5.2C5b Rule: Optionally, when multiple techniques, processes, etc., are known to have been applied but are unidentified, or are too numerous to enumerate, use the terms "various media," "multiple processes," or other phrase, as appropriate.

1 print : multiple processes

80 photographs : multiple processes

Colour

4.5.2C6 Rule: Give the colour characteristics of the unit being described as appropriate. Distinguish the colour characteristics by the use of the abbreviations "col." (coloured) or "b&w" (black and white); by statements indicating hand colouring, tinting or toning; or by the enumeration of specific colours. Give the colour characteristics of supports if considered important.

5 collages : col.

24 photographs : b&w

1 photograph : hand col.

1 drawing : red, black and white chalk

1 drawing : pen and black ink on blue paper

4.5.2C7 Rule: Record information about hand colouring when it is known to have been done after the image was originally issued.

Hand colouring done in the 20th century

4.5.2C8 Rule: If important, enumerate the number of colours (stones) in a lithograph.
Printed in black, green, red, brown, gray, dark gray, ochre, dark brown and yellow

4.5.2C9 Rule: Do not indicate colour for paintings or watercolours. Optionally, if a painting or watercolour has been executed entirely in one colour, list the colour preceded by the word "monochrome."

1 painting : monochrome grey oil

1 watercolour : monochrome blue wash

4.5.2C10 Rule: When the unit being described contains both black and white and colour parts, describe both. If appropriate, either give the specific number of black and white or coloured images in an aggregate level of description or indicate this in a general way.

114 photographs : b&w and col.

89 prints : posters, 23 b&w

45 photographs : b&w, some sepia toned

4.5.2C11 Rule: Optionally, give an explanatory phrase, including trade names, in parentheses after the statement.

36 photographs : col. slides (Kodachrome)

Identifying marks

4.5.2C12 Rule: Describe watermarks, trademarks, studio imprints, remarques, and the like in relation to the printer, publisher, creator, owner, or the paper.

Photographer's stamp on verso

Watermark: Fleur-de-lis

Cartographic Materials

4.5.2C13 Rule: Record information about any of the following physical characteristics that are considered important as instructed in the following rules. If necessary, combine information describing the following details in the order that makes the most sense.

layout on recto and verso
method of production or reproduction
medium
illustration and number of maps in an atlas
colour
material
mounting

1 map on 2 sheets : col., mounted on cardboard

1 map : ms., col., linen

3 maps : photocopies, hand col.

Layout

4.5.2C14 Rule: Give the layout of the map(s) and the like on the recto and/or the verso of the sheet(s) using “both sides” or “back-to-back” as appropriate. Apply this rule only when all the items in the unit being described have the same layout.

12 maps : both sides, col.

2 maps on 1 sheet : back-to-back

Production³¹

4.5.2C15 Rule: Give the method of production (other than printing) or reproduction, if considered significant. For manuscript cartographic materials use “ms.” or “mss.” as appropriate. For photomechanical reproductions, either use a general term (e.g., “photocopy”), or give the generic name of the process (e.g., “blueprint,” “diaz,” “white print”).

1 map : ms.

354 maps : some mss., some blueprints

4.5.2C16 Rule: Indicate the physical character of manuscript or other unpublished material (e.g., “proof,” “scribe sheet,” “separation sheet,” “computer printout”) or the plural of these as appropriate.

Series includes compilation sheets (pencil on tracing paper), scribed negatives, photomosaics, as well as final printed maps

³¹ For remote sensing imagery, also refer to rule 4.5.2B9 for guidance on recording information on production techniques and processes, if appropriate.

4.5.2C17 Rule: For maps and the like plotted directly by a computer, use “computer printout.”

1 map : computer printout

4.5.2C18 Rule: For remote-sensing images on a photographic base, or for microforms, indicate if the unit being described is a negative.

1,625 remote-sensing reels (ca. 325,000 frames) : negative

3,000 remote-sensing images : glass negatives

4.5.2C19 Rule: Optionally, if the unit has been annotated, use “annotations.”

1 map : blueprint, ms. annotations

1 map : ms. annotations

4.5.2C20 Rule: Optionally, at the fonds, series, and file levels of description, use the term “printed,” as appropriate.

Medium

4.5.2C21 Rule: If desired, give the medium (e.g., pencil, ink) used to draw and color manuscript cartographic materials. Indicate if a printed work or photomechanical reproduction is hand coloured.

1 map : hand col. in pencil

1 map : ms., col. in pencil crayon

Atlases

4.5.2C22 Rule: Record the use of illustrations and give the number of maps in an atlas.

1 atlas (60 p.) : ill., 33 maps

Color

4.5.2C23 Rule: If the unit being described is coloured or partly coloured (i.e., has two or more colors), indicate this. Disregard coloured matter outside the border of a map or the like.

180 maps : col.

1 globe : col.

1 map : ms., col.

1 map : ms., ink, col.

16 maps : ozalid prints (some col.)

1 map : computer printout, col.

4.5.2C24 Rule: If a printed work or photomechanical reproduction is hand coloured, indicate this.

1 map : hand col.

4.5.2C25 Rule: Describe coloured illustrations as such.

1 map : ill. (some col.)

1 atlas (viii, 136 p.) : ill. (some col.), 61 col. maps

Material

4.5.2C26 Rule: Give the material of which the unit being described is made, if considered to be significant (e.g., if on a substance other than paper).

1 map : ms., col., on tracing linen

25 maps : mss., some col., some on tracing linen

54 maps : mss., col., pencil and ink on mylar

1 map : ms., pencil on tracing paper

1 globe : col., wood

1 map : col., silk

1,625 remote-sensing reels (ca. 325,000 frames) : negative, acetate ; 15 cm diam.

3,000 remote-sensing images : glass negatives ; 14 x 19 cm

Mounting

4.5.2C27 Rule: If the unit being described is mounted (at or after creation), indicate this.

4.5.2C28 Rule: Indicate the mounting of a globe.

1 map : mounted on muslin

1 map : blueprint, mounted on linen

1 globe : col., wood, mounted on brass stand

Architectural and Technical Drawings

4.5.2C29 Rule: Record information about any of the following physical characteristics that are considered important as instructed in the following rules. If necessary, combine information describing the following details in the order that makes the most sense.

layout
method of production or reproduction
medium
material
color
mounting

7 architectural drawings : 6 blue-line prints, 1 blackline print

16 architectural drawings : 4 ink on tracing paper and 12 blue-line prints

48 architectural drawings : 43 blue-line prints (14 in col.), 5 blackline prints

6 architectural drawings : pencil and pen on tracing paper

41 architectural drawings : 34 on tracing paper, 6 blackline prints (4 in col.), 1 brownline print

1 architectural drawing : blue-line print

10 architectural drawings : pencil and ink, on tracing paper, 1 photocopy reverse image

15 architectural drawings : pencil (11 on tracing paper)
(*Note: The other 4 are on regular paper*)

6 architectural drawings : blue-line prints, hand col.

12 architectural drawings : 4 pencil and pen on tracing paper (1 in col.), 3 blackline prints, 5 brownline prints

Layout

4.5.2C30 Rule: Give the layout of the drawing(s) on the recto and/or the verso of the sheet(s) using “both sides” or “back-to-back” as appropriate. Apply this rule only when all the items in the unit being described have the same layout.

2 technical drawings on 1 sheet : back-to-back

Method of production or reproduction

4.5.2C31 Rule: For drawings that have been reproduced or published, give the method of production or reproduction if considered significant. For photomechanical reproductions either

use the generic name of the process (e.g., “blueprint,” “diaz”) or give a general term (e.g., “reproduction”).

354 technical drawing : some reproductions

6 architectural drawings : negative-image reproductions

4.5.2C32 Rule: Use “ms.,” “mss.,” or “print” only if it is not evident from the rest of the description.

1 v. (112 p.) : ms., col. ill. (some folded), col. maps (some folded)

4.5.2C33 Rule: For drawings and the like plotted or printed directly by a computer, use “computer printout.”

1 architectural drawing : computer printout

4.5.2C34 Rule: Optionally, if the unit has been annotated, use “annotations.”

1 technical drawing : blueprint, ms. annotations

1 architectural drawing : ms. annotations

1 architectural drawing : diazo, ms. annotations

Medium

4.5.2C35 Rule: If desired, give the medium (e.g., watercolour, pastels, felt-tip pen, pencil, ink) used to draw and color manuscript drawings. If a reproduced drawing is hand coloured, the medium used for the coloring may be recorded after the indication of color.

4 architectural drawings : pencil, on tracing paper

9 architectural drawings : pencil and ink, on tracing paper (2 in col.)

6 architectural drawings : pen and pencil, 5 on tracing paper, 1 on mylar

1 architectural drawing : blueprint, hand col. (pencil crayon)

Material

4.5.2C36 Rule: Give the material of which the unit being described is made if considered to be significant (e.g., if on a substance other than opaque paper).

6 architectural drawings : pencil on mylar

53 architectural drawings : 38 ink and pencil on tracing paper (1 in col.), 8 brownline prints (5 in col., 3 on cardboard, 5 dry-mounted), 6 blackline prints and 1 mylar

Colour

4.5.2C37 Rule: If the unit being described is coloured or partly coloured (i.e., has two or more colours), indicate this if it is not apparent from, or implied in, other parts of the physical description (e.g., terms such as watercolour, pastels imply the use of colour).

9 architectural drawings : pencil and ink, on tracing paper (2 in col.)

4.5.2C38 Rule: If a reproduced drawing is hand coloured, indicate this.

6 architectural drawings : blueline prints, hand col. (felt-tip pen)

4.5.2C39 Rule: Describe coloured illustrations as such.

Mounting

4.5.2C40 Rule: If the unit being described is mounted (at or after creation), indicate this.

Moving Image Materials

4.5.2C41 Rule: Record information about any of the following physical characteristics that are considered important as instructed in the following rules.

- physical composition
- technical specifications
- production element
- speed
- image recording
 - recording technique
 - colour characteristics
 - mode or process
 - broadcast format
 - other characteristics
- sound recording
 - sound characteristics
 - recording technique
 - mode or process
 - recording system
 - number of tracks
 - track configuration
 - track location
 - other characteristics

Physical composition

4.5.2C42a Rule: Give the physical composition of the base (e.g., nitrate, acetate, polyester (i.e., Estar), etc.) or the carrier layer, that is, the substance on the carrier layer that actually holds the message (e.g., ferric oxide, chrome dioxide, metal particle coated, aluminum, gold, etc.) of the physical unit as follows:

3 film reels (57 min., 20 sec.) : nitrate

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide

1 optical disc (12 min., 56 sec.) : gold

2 audio reels (47 min.) : acetate

4.5.2C42b Rule: Optionally, do not specify the most common types of physical composition, unless specifying it more precisely (e.g., diacetate or triacetate for film stock).

Technical specifications

4.5.2C43 Rule: Give the type of copy (e.g., original, duplicate, master, etc.) of the physical unit as follows:

3 film reels (57 min., 20 sec.) : nitrate, original

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master

1 optical disc (12 min., 56 sec.) : gold, sub-master

2 audio reels (47 min.) : acetate, master

Production element

4.5.2C44 Rule: Give the type of production element being described (e.g., A/B rolls, work print, answer print, music track, international track, etc.).

2 film reels (28 min., 10 sec.) : acetate, original, A/B rolls

2 audio reels (47 min.) : acetate, master, final mix

Speed

4.5.2C45a Rule: Give the projection speed or playback speed for the physical unit being described. Use frames per second for films (e.g., 18 fps, 48 fps, etc.). Do not give the projection speed if it is standard for the item (i.e., 24 fps for sound film).

4.5.2C45b Rule: For video, use standard industry terminology (e.g., LP or EP for Long or Extended Play, SP for Standard Play, B1 for Betacam 1, 19 or 38 cm/sec. for Quadruplex, etc.).

4.5.2C45c Rule: Use centimetres per second (cm/sec.) for audio reels.

3 film reels (57 min., 20 sec.) : nitrate, duplicate, release print, 18 fps

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec.

Image recording

Recording technique

4.5.2C46 Rule: Indicate the way in which the image is encoded on the physical unit being described (e.g., negative, reversal, drawn on film, etc., for film; analog or digital for video and optical disc). For digital images, also give the compression technique (e.g., MPEG, etc.).

3 film reels (57 min., 20 sec.) : nitrate, original, 18 fps, negative drawn on film

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital

Color characteristics

4.5.2C47a Rule: Give the color characteristics of the physical unit being described. Give the color characteristics by the use of the abbreviations "col." (coloured) or "b&w" (black and white). When the unit being described contains both black and white and color parts, describe both.

3 film reels (57 min., 20 sec.) : nitrate, original, 18 fps, negative drawn on film, b&w

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col.

4.5.2C47b Rule: Optionally, give details of the color process used, including trade names (e.g., tinted and/or toned, hand coloured, Technicolor, Anscochrome, Colorized, etc.).

1 film reel (9 min., 28 sec.) : nitrate, duplicate, 18 fps, positive, b&w, (hand col. on Dupont stock)

Mode or process

4.5.2C48a Rule: For video formats and optical discs, give the recording mode for the physical unit being described (e.g., Betamax, D2, VHS, Video 8, etc.).

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic

4.5.2C48b Rule: If applicable to the mode or process, specify "high band" or "low band."

1 video reel (1 hr., 30 min.) : polyester, master, 38 cm/sec., analog, col., Quadruplex high band

Broadcast format

4.5.2C49 Rule: For video formats and optical discs, give the broadcast formats (e.g., NTSC, PAL, SECAM, HDTV, etc.).

4.5.2C50 Rule: For film, identify kinerecordings.

1 film reel (27 min., 15 sec.) : acetate, original, analog, b&w, kinerecording

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL

1 video reel (1 hr., 30 min.) : polyester, master, 38 cm/sec., analog, col., Quadruplex high band, NTSC

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC

Other characteristics

4.5.2C51 Rule: Give additional physical characteristics, such as aspect ratio (e.g., 1:1.33, 1:1.85, etc., for film; 3:4, 9:16 (i.e., letterbox format) for video) and projection characteristics (e.g., IMAX, Cinemascope, Cinerama, Panavision, multiscreen, etc.).

1 film reel (9 min., 28 sec.) : nitrate, duplicate, release print, 18 fps, positive, b&w (hand col.), 1:1.33

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16

Moving image materials with sound recording

Sound characteristics

4.5.2C52 Rule: Give “sd.” (sound), “si.” (silent), or “mute”³² to indicate the presence or absence of a sound track on the unit being described.

1 film reel (42 min., 14 sec.) : original, reversal, col., 1:1.85, mute

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, si.

1 optical disc (12 min., 56 sec.) : gold, sub-master, analog, col., Panasonic, NTSC, 9:16, sd.

Recording technique

³² *Silent* is used to designate films originally produced without a sound track. *Mute* is used to designate a film originally produced with a sound track, but for which the sound track is not held by the describing institution (e.g., lost, destroyed, etc.).

4.5.2C53 Rule: Give the type of sound track (e.g., composite optical track, magnetic stripe, analog, etc.). For video formats, give the sound-recording technique (i.e., analog or digital) only if it differs from the image-recording technique (see rule 4.5.2C66).

1 film reel (28 min., 10 sec.) : duplicate, reversal, col., 1:1.85, sd., composite magnetic track

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd.

1 optical disc (12 min., 56 sec.) : gold, sub-master, analog, col., Panasonic, NTSC, 9:16, sd., digital track

2 audio reels (47 min.) : acetate, master, mix final, 19 cm/sec., analog

Mode or process

4.5.2C54 Rule: Give the recording mode (e.g., “mono.,” “stereo.,” “quad.,” etc.).³³

1 film reel (42 min., 14 sec.) : duplicate, reversal, col., 1:1.85, sd., composite magnetic track, mono.

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., quad.

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono.

Recording system

4.5.2C55 Rule: Give the recording system used for the production of the unit being described (e.g., Dolby processed, NAB standard, staggered head, etc.).

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo., Dolby processed

2 audio reels (47 min.) : acetate, master, mix final, 19 cm/sec., analog, quad., NAB standard

Number of tracks

4.5.2C56 Rule: Give the number of audio tracks on the physical unit being described (e.g., 1, 2, 4, etc.). Identify the content of multiple sound tracks in the scope and content element.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., stereo., Dolby processed, 3 tracks

³³ Use “mono.” for 1 channel; “stereo.” for 2 channels; “quad.” for 4 channels.

(Note: Scope and content: This release includes the original English sound track (track1), a French dubbed sound track (track2) and a third track on which director Steven Spielberg comments on aspects of the production of the film (track3))

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks

Track configuration

4.5.2C57 Rule: Indicate the width of each recorded track (e.g., full track, half track, etc.).

2 audio reels (47 min) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, quarter track

Track location

4.5.2C58 Rule: Indicate the placement of each track for film sound track elements (e.g., center track, edge track, etc.).

1 magnetic track (9 min.) : polyester, original, music track, analog, mono., 1 track, half-track, edge track

Other characteristics

4.5.2C59 Rule: Give the direction of play (e.g., unidirectional, bidirectional) for the unit being described.

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, bidirectional

Sound Recordings

4.5.2C60 Rule: Record information about any of the following physical characteristics³⁴ that are considered important as instructed in the following rules.

³⁴ Table of Technical Specifications and Industry Norms for Sound Recordings*

This table indicates which specifications apply to each type of sound recordings. Specifications that are applicable are marked A, those that are not applicable are marked N/A. If there is a norm for a specification and type of recording it follows letter A.

Specifications	Analogue disc 78 rpm	Disc other speeds	Digital disc	Reel	Cassette	Cartridge
Speed	A	A	1.4m/s	A	A:4.75 cm/s	A:9.5 cm/s
Recording method	A:electric	A:electric	N/A	N/A	N/A	N/A
Groove direction	A:lateral	A:lateral	N/A	N/A	N/A	N/A
Groove size	A:course	A:micro	N/A	N/A	N/A	N/A
No. of tracks	N/A	N/A	N/A	A	A	A:S
Track configuration	N/A	N/A	N/A	A:alternate	N/A	N/A
No. of sound channels	A:mono	A	A	A	A	A:stereo
Equalisation system	N/A	N/A	N/A	A	A	A:50ps
Noise reduction system	N/A	N/A	N/A	A	A	A

physical composition
playing speed
recording method
groove characteristics
number and configuration of tracks
number of sound channels
equalization and/or noise reduction systems

Physical composition

4.5.2C61 Rule: Give the physical composition of the base or sound carrier layer (i.e., the substance from which the carrier or that part of it that actually holds the message is manufactured) of the physical unit as follows.

Audiotapes

4.5.2C62 Rule: Give the physical composition of the tape (e.g., “ferric oxide,” “chrome,” “dioxide,” “metal particle coated,” “cellulose acetate”).

7 audio cassettes (3 hrs. 30 min.) : chrome dioxide

1 audio cartridge (20 min.) : cellulose acetate

Audio discs

4.5.2C63 Rule: Give the physical composition of the disc (e.g., “shellac,” “vinyl,” “aluminum”).

10 audio discs (ca. 50 min.) : vinyl

Audio videocassette

4.5.2C64 Rule: Give the physical composition of the tape (e.g., “polyester”).

1 audio videocassette (30 min.) : polyester

Cylinder recordings

4.5.2C65 Rule: Give the physical composition of the cylinder (e.g., “brown wax,” “celluloid”).

3 cylinder recordings (ca. 6 min.) : brown wax

Playing speed

4.5.2C66 Rule: Give the playing speed of the physical unit as follows.

Audio (cassettes and reels)

4.5.2C67 Rule: Give the playing speed of an analog tape in centimetres per second (cm/sec).³⁵

*Source: International Federation of Library Associations and Institutions, ISBD (NBM) : *International Standard Bibliographic Description for Non-Book Materials*, revised ed., 1987.

³⁵ Note: 19 cm/sec. = 7 ½ ips; 9.5 cm/sec. = 3 ¾ ips; 4.75 cm/sec. = 1 7/8 ips.

1 audio reel (30 min.) : 19 cm/sec.

Audio discs

4.5.2C68 Rule: Give the playing speed of an analog disc in revolutions per minute (rpm).

1 audio disc (30 min.) : analog, 33 1/3 rpm

Cylinder recordings

4.5.2C69 Rule: Give the playing speed of a cylinder recording in revolutions per minute (rpm).

1 cylinder recording (2 min.) : 160 rpm

Wire recordings

4.5.2C70 Rule: Give the playing speed of wire recordings in centimetres per second.

3 wire recordings (ca. 6 min.) : 19 cm/sec.

Recording method

4.5.2C71 Rule: Give information about the way in which the sound is recorded. If the sound recording was made instantaneously (i.e., on the spot) give the term “instantaneous.” If the recording method was acoustic rather than electric, give the term “acoustic.” Give the recording system used for audio videocassettes. If the sound is recorded digitally (rather than as an analog recording), give the term “digital.” Information about more than one recording method may be given.

1 audio disc (30 min.) : electrical

2 audio discs (1 hr.) : instantaneous, acoustic

10 audio cassettes (ca. 10 hrs.) : digital

2 cylinder recordings (4 min.) : electrical

Groove characteristic

4.5.2C72 Rule: Give information about the direction of the groove cut and its size. If the groove cut is vertical rather than lateral, give the term “vertical cut.” If the groove size characteristic of an audio disc is not standard, give it as “coarse groove” or “microgroove.”³⁶ For cylinder

³⁶ Standard and non-standard groove characteristics are as follows:

Playing speed	Standard:	Non-standard:
78 rpm	coarse	micro, transcription, other (specify)
45 rpm	micro	other (specify)
33 1/3 rpm	micro	coarse, transcription, other (specify)
16 2/3 rpm	micro	coarse, transcription, other (specify)

recordings, specify one of the following groove characteristics: “coarse groove” (100 grooves per inch³⁷), “microgroove” (200 grooves per inch³⁸), or “other.”

1 audio disc (12 min.) : 33 1/3 rpm, coarse groove

1 audio disc (7 min.) : analog, 78 rpm, microgroove

1 cylinder recording (2 min.) : 160 rpm, microgroove

Number and configuration of tracks

4.5.2C73 Rule: For audio tapes, give the number of tracks, unless the number of tracks is standard for the unit being described. If necessary, give the track configuration.

1 audio tape reel (60 min.) : 2 track

2 audio tape reels (30 min.) : 4 track, adjacent

Number of sound channels

4.5.2C74 Rule: Give information about the number of sound channels using one or more of the following terms as appropriate: “mono.,” “stereo.,” “quad.”³⁹

1 audio disc (56 min.) : 33 1/3 rpm, mono., stereo.

1 audio reel (ca. 60 min.) : 19 cm/sec., 2 track, mono.

Equalization and/or noise reduction system(s)

4.5.2C75 Rule: Give information about equalization and/or noise-reduction systems.

1 audio cassette (30 min.) : Dolby

Microforms

Polarity

4.5.2C76 Rule: If a microform is negative, indicate this.

1 microfilm reel of textual material : negative, silver halide

Records in Electronic Form

4.5.2C77 Rule: If the unit being described is encoded to produce sound, indicate “sound.”

4.5.2C78 Rule: If the unit being described is encoded to display in two or more colors, indicate “colour.”

³⁷ For example, Edison 2-minute cylinders.

³⁸ For example, Edison 4-minute cylinders.

³⁹ Use “mono.” for 1 channel; “stereo.” for 2 channels; “quad.” for 4 channels. If the unit being described indicates “hi-fi,” use “stereo.”

4.5.2C79 Rule: Optionally, for published material retained on its original carrier, give the physical characteristics, if readily available and if they are considered to be important, for example:

Number of sides used

Recording density (e.g., number of bits per inch (bpi), single, double)

Sectoring

Storage capacity

Tracks

1 computer disk : sd., col., single sided, single density, soft sectored

4.5.3 Dimensions Element

4.5.3A Preliminary Rules

Purpose

4.5.3A1 The purpose of this element is to indicate the dimensions of the unit(s) being described, the container in which it is housed, and/or the physical carrier on which it is stored.

Scope

4.5.3A2 The dimensions sub-element provides rules for recording the length, width, height, gauge, and/or diameter of the unit being described, the container(s) in which it is housed, and/or the physical carrier(s) on which it is stored. These rules may be used at all levels of description.

Exclusions

4.5.3A3a Rule: Record information about the quantity of the unit(s) being described in the extent element (4.5.1).

4.5.3A3b Rule: Record information about the physical characteristics of the unit being described in the physical characteristics element (4.5.2).

Required/Discretionary

4.5.3A4 Optional

Sources of Information

4.5.3A5 Rule: Take the information from any reliable source.

4.5.3B General Rules

Commentary: The rules in this section enable an archivist to describe the dimensions of archival materials and their containers or physical carriers. However determining those aspects of dimension that are sufficiently important to be included in descriptions is up to each institution. Information about the dimensions may be recorded at any level of description, but is most often used at the item level. The extent to which such information is recorded is a matter of institutional policy, depending on user needs and available resources.

See also particular rules in 4.5.3C regarding the application of these rules when describing graphic materials (rule 4.5.3C1), cartographic materials (rules 4.5.3C2–9), architectural and technical drawings (rules 4.5.3C10-11), Moving Image Materials (rules 4.5.3C12-14), sound recordings (rules 4.5.3C15–22), microforms⁴⁰ (rules 4.5.3C23–27), and records in electronic form (rule 4.5.3C28).

4.5.3B1 Rule: Optionally, at all levels of description, give information about the dimensions of the physical unit(s) being described, their container(s), and/or their physical carriers as instructed in the following rules.

⁴⁰ Microforms and records in electronic form are not a general class of material like the others. The extent of microform and records in electronic form must be qualified by including an indication of their content, i.e., textual material, cartographic material, etc. However they are included here in order to achieve consistency in presenting the rules for describing physical characteristics and dimensions.

4.5.3B2 Rule: Apply these rules at higher levels of description only when the dimensions of the materials, the containers, and/or the physical carriers are homogeneous.

4.5.3B3 Rule: Unless otherwise indicated measure the entire sheet or support.⁴¹ Give the dimensions of square or rectilinear physical units, containers, or carriers in the form height x width. The side for height and the side for width are determined with reference to the position in which the material would be viewed.

If cubic measurement is needed, give the size in terms of height x width x depth.

For circular shapes, give the diameter, followed by the abbreviation "diam." in parentheses. For oval shapes, give the major and minor axes, followed in parentheses by the word "oval." Give the dimensions of irregular shapes, measured at the greatest points, in the form height x width, diameter, or major and minor axes, as most appropriate, followed by the abbreviation "irreg." in parentheses. If appropriate, add a word or phrase that describes the shape.

System of Measurement

4.5.3B4 Rule: Use the metric system of measurement.

Unit(s) of Measurement

4.5.3B5 Rule: Record the dimensions of the physical unit(s) in millimetres where this unit of measurement has been standardized in reference to specific material.

4.5.3B6 Rule: Record the dimensions of the physical unit(s), the containers, and/or the carriers in centimetres rounded up to the next whole centimetre.

21 x 26 cm

4.5.3B7 Rule: Alternatively, give the dimensions in centimetres to the nearest millimetre. Record whole numbers decimally.

15.7 x 18.1 cm

6.4 x 304.8 cm

10.5 x 9.0 cm on sheet 21.4 x 27.2 cm

Multiple Dimensions in Aggregate Levels of Description

4.5.3B8a Rule: When material described at an aggregate level of description (e.g., fonds, series, file) consists of physical units of two different sizes, give both.

4.5.3B8b Rule: If the material being described consists of physical units of more than two sizes, the dimensions of the largest are given followed by the words "or smaller."

132 photographs : b&w negatives ; 6 x 6 cm and 35 mm

⁴¹ In measuring the dimensions of a sheet, support, etc., do not include a mat, frame, or other mount or container. If the mat, frame, container, etc., cannot be removed or is an integral part of the unit being described, follow the instructions in rule 4.5.3B54.

9 prints : woodcuts ; 12 x 16 cm or smaller

ca. 200 photographs : b&w and col. ; 21 x 26 cm and 26 x 21 cm

; 36 x 89 cm and 41 x 89 cm

; 44 x 55 cm and 48 x 75 cm

; 60 x 90 cm or smaller

4.5.3B8c Rule: Optionally, give the smallest or smaller and the largest or larger size, separated by a hyphen.

; on sheets 22 x 45 cm - 80 x 102 cm

; 23 x 26 cm-51 x 49 cm

4.5.3B8d Rule: Optionally, add to the dimensions statement the predominant sizes or the range of predominant sizes enclosed in parentheses.

; 83 x 170 cm or smaller (most 57 x 75 cm or 59 x 83 cm)

; 170 x 254 cm or smaller (most 24 x 52 cm or 60 x 75 cm)

Rolled Items

4.5.3B9 Rule: Optionally, if the physical unit(s) is rolled and will remain rolled, give the dimensions of the primary support and add the length of the roll(s), and, if desired, the diameter of the roll(s), specified as such. Add in parentheses the abbreviation "diam." following the dimension that has been rolled. If the materials are too large or too numerous to be measured flat, record only the dimension(s) of the rolls.

; roll 28 x 7 cm in diam.

; rolls 110 cm or smaller

1 print : poster ; 71 cm x 56 cm rolled to 9 cm (diam.) x 56 cm

Folded Items

4.5.3B10 Rule: Optionally, if the physical unit(s) is folded and will remain folded, give the dimensions of the primary support and add the dimensions when folded. Precede the second dimension statement by the words "folding to" or "folded to" as appropriate, depending on whether the physical unit(s) is stored unfolded or folded. If the materials are too numerous to be measured flat, record only the dimensions as folded.

1 picture : col. ; 48 x 90 cm folding to 24 x 15 cm

1 print ; 36 x 63 cm folded to 10 x 20 cm

; 64 x 82 cm, folded to 23 x 12 cm

; folded to 33 x 21 cm or smaller

Visible Dimensions

4.5.3B11 Rule: When a part of the unit(s) being described is not visible because of a non-removable mat, frame, or other integral container or mounting, give the measurements of what is visible followed by the word "visible." Optionally, add the dimensions of the mat, frame, or the like specified as such.

1 print : lithograph ; 26 x 30 cm visible in mat 34 x 38 cm
(*Note: Window mat and backing are glued together*)

1 photograph : daguerreotype ; 7 x 6 cm (oval) visible in case 11 x 9 cm

1 painting ; 30 x 24 cm visible in frame 47 x 41 x 6 cm

Volumes

Commentary: A *volume* in the material sense means all that is intentionally contained in one binding, portfolio, etc. Things such as scrapbooks, ledgers, minute books, photo albums, atlases, or portfolios of maps or drawings may contain more than one class of material.

4.5.3B12a Rule: Give the height of the volume(s) in centimetres, rounded up to the next whole centimetre. Measure the height of the binding if the volume is bound. Otherwise, measure the height of the item itself. If the width of the volume is less than half the height or greater than the height, give the height x width.

1 volume (7 leaves) : some in pencil, some watercolour ; 12 x 24 cm

4.5.3B12b Rule: If the volumes in a multivolume set differ in size, give the smallest size and the largest size, separated by a hyphen.

; 24-28 cm

4.5.3B12c Rule: Optionally, if there is more than one volume and they differ in size, give the greatest height of any of them followed by the greatest width of any of them and add the words "or smaller."

Containers

4.5.3B13 Optionally, if the extent is expressed in number of containers, give the dimensions of the container(s) of the unit being described, making it clear that the dimensions refer to the containers and not to the material itself. If the size is not uniform, give the size of the largest container and add the words "or smaller."

; 26 x 24 cm

; 38 x 30 cm or smaller

; 26 x 10 x 39 cm

4.5.3B14 Rule: Optional addition. If the unit being described is in a non-standard container, name the container and give its dimensions, specified as such, *either* after the dimensions of the unit being described or as the only dimensions.

1 model : col., wood and styrofoam ; in plexiglass container 32 x 20 x 14 cm

10 maps : some hand col., mounted on wood ; 68 x 88 cm, in wood case 71 x 88 cm

5 maps ; 80 x 120 cm, folded in portfolio 25 x 20 cm

1 globe : col. ; 8 cm in diam., in wooden acorn-shaped container, 14 cm

Physical Carriers

4.5.3B15 Rule: Optionally, if the extent is expressed in number of physical carriers, give the dimensions of the carrier(s) of the unit being described, making it clear that the dimensions refer to the carriers and not to the material itself. If the size is not uniform, give the size of the largest carrier and add the words “or smaller.”

; 9 x 9 cm

; 31 cm (diam.)

4.5.3C Rules for Describing Particular Media

Graphic Material

4.5.3C1 Rule: Optional addition. If the size of either dimension of the image area of a physical unit is less than half the same dimension of its sheet, support, etc., or if there is substantial additional information on the sheet (e.g., text), give the size of the image followed by the size of the sheet, support, etc., specified as such.

1 photograph : b&w ; 27 x 18 cm on sheet 60 x 28 cm

Cartographic Material

Two-dimensional cartographic items.

4.5.3C2 Rule: Give the measurement of the face of the map or other cartographic item measured between the neat lines.⁴² Give the diameter of a circular map or the like and specify it as such. If a map or other item is irregularly shaped, has no neat line, or breaks through the neat line, or if it has bleeding or damaged edges, give the greater or greatest dimensions of the map itself. If it is difficult to determine the points for measuring the height and the width of the map or other item

⁴² The *neat line* is a line that encloses the detail of a map. There is only one neat line on a map.

(e.g., when the shape is extremely irregular, or when it was printed without one or more of its borders, or when it lacks one or more of its borders), give the height x width of the sheet specified as such.

; 129 x 150 cm

; 50 cm in diam., on sheet 61 x 55 cm

Sheet sizes

4.5.3C3 Rule: If the maps or other items are on sheets of two sizes, give both sets of dimensions. If they are of more than two sizes, give the greatest height of any of them followed by the greatest width of any of them and add the words “or smaller.”

; sheets 44 x 55 cm and 48 x 75 cm

; sheets 100 x 90 cm or smaller

4.5.3C4 Rule: If a map or other item is on one or more sheets in two or more segments designed to fit together to form one map or other item, give the dimensions of the complete item followed by the dimension of the sheet(s). If such a map or other item is mounted, give the dimensions of the whole item alone. This rule does not apply to contiguous series maps. Optionally, if the sheets are numerous, and the assembly of them results in an irregularly shaped map, and if measuring that assembled map is very difficult, record the dimensions of the largest sheet followed by the words “or smaller” if appropriate.

1 map on 2 sheets ; 68 x 88 cm, on sheets 76 x 50 cm

1 map : col. ; 144 x 22 cm, on sheet 55 x 64 cm

(Note: One map printed in three side-by-side segments on the same side of one sheet)

4.5.3C5 Rule: If the size of either dimension of a map or other item is less than half the same dimension of the sheet on which it is printed/drawn, or if there is substantial additional information on the sheet (e.g., ancillary maps, insets, legends, photographs, text), give the sheet size as well as the size of the map or other item.

; 20 x 31 cm, on sheet 42 x 50 cm

4.5.3C6 Rule: If the unit being described is printed on both sides of the sheet at a constant scale, give the dimensions of the map or other item as a whole and give the sheet size. If such a map or other item cannot conveniently be measured, give the sheet size alone.

1 map : both sides ; 45 x 80 cm, on sheet 50 x 44 cm

1 map : both sides ; on sheet 45 x 30 cm

4.5.3C7 Rule: Optionally, add the sheet size to the dimensions prescribed by the preceding rules, as deemed appropriate.

4 maps on 1 sheet : col. ; 36 x 38 cm or smaller, on sheet 76 x 86 cm

Relief models

4.5.3C8 Rule: For models, give the height x width in centimetres, and optionally add the depth.

; 51 x 70 x 1 cm

Globes

4.5.3C9 Rule: Give the diameter of a globe, specified as such.

1 globe : steel, mounted on steel stand ; 8 cm in diam.

Architectural and Technical Drawings

Sheet sizes

4.5.3C10 Rule: If a drawing is on more than one sheet designed to fit together to form one drawing, give the dimensions of the complete drawing followed by the dimension of the sheets. If such a drawing is mounted, give the dimensions of the whole drawing alone.

1 architectural drawing on 2 sheets ; 76 x 100 cm, on sheets 76 x 50 cm

Models

4.5.3C11 Rule: If a model is in more than one piece, give the dimensions of the assembled model. Optionally, add the dimensions of the pieces. If the pieces are of differing sizes, give the dimensions of the larger piece followed by the words “or smaller.”

; 51 x 70 x 1 cm

Moving Image Material

4.5.3C12 Rule: If appropriate, at all levels of description, give the dimensions for each unit being described as set out in the following rules.

Film and sound elements

4.5.3C13a Rule: Name the gauge (width) of the carrier in millimetres for film (e.g., 8 mm, Super 8 mm, Super 16 mm, 35 mm, etc.), for video (e.g., 13 mm, 20 mm, 25 mm, 50 mm, etc.), and for audio reel (e.g., 7 mm, 13 mm, etc.).

1 film reel (10 min., 5 sec.) : duplicate, positive, col., 1:1.85, sd., composite optical track, mono. ; 35 mm

1 magnetic track (9 min.) : polyester, original, music track, analog, mono., 1 track, half-track, edge track ; 16 mm

1 videocassette (1 hr., 38 min., 12 sec.) : chrome dioxide, master, SP, analog, col., Video 8, PAL, 3:4, sd., stereo., Dolby processed ; 8 mm

2 audio reels (47 min.) : acetate, master, final mix, 19 cm/sec., analog, mono., NAB standard, 2 tracks, bidirectional; 7 mm

4.5.3C13b Rule: Optionally, for cartridges and cassettes, include the dimensions of the casing, if non-standard.

Discs

4.5.3C14 Rule: Give the diameter in centimetres (to the next highest 0.5 centimetre. If there are several discs with varying diameters, give the range of diameters.

1 optical disc (12 min., 56 sec.) : gold, sub-master, digital, col., Panasonic, NTSC, 9:16, sd., stereo., 3 tracks ; 12 cm

Sound Recordings

4.5.3C15 Rule: If appropriate, at all levels of description, give the dimensions for each unit being described as set out in the following rules.

Audio cartridge

4.5.3C16 Rule: Give the width of the tape, if other than the standard width (0.7 cm), to the next highest 0.1 centimetre, and the dimensions of the cartridge, if they are other than the standard dimensions (13.5 x 20 x 2 cm), to the next highest 0.5 centimetre.

1 audio cartridge (20 min.) : 9.5 cm/sec., mono. ; 1.3 cm

Audiocassettes

4.5.3C17 Rule: Give the width of the tape, if other than the standard width (0.4 cm), to the next highest 0.1 centimetre, and the dimensions of the cassette, if they are other than the standard dimensions (10 x 6.5 x 1.2 cm), to the next highest 0.5 centimetre.

1 audio cassette (30 min.) : 4.75 cm/sec., 2 tracks, stereo ; 0.7 cm

Audio discs

4.5.3C18 Rule: Give the diameter of a disc in centimetres (to the next highest 0.5 centimetre). If there are several discs with varying diameters, give the range of diameters.

3 audio discs (1 hr.) : 78 rpm ; 28-32 cm

1 audio disc (18 min.) : 33 1/3 rpm, stereo. ; 30 cm

7 audio discs (56 min.) : 78 rpm ; 41 cm or smaller

Cylinder recordings

4.5.3C19 Rule: Give the dimensions in 0.1 centimetres that differ from the standard sizes.⁴³ Give the dimensions in the following order: outside diameter, inside diameters at edge⁴⁴ and run-off⁴⁵, and length.

⁴³ The standard sizes for cylinder recordings are as follows:

1 cylinder recording (2 min.) : 160 rpm, microgroove ; 5.5 cm x (4.7-4.4 cm) x 10.6 cm

1 cylinder recording (2 min.) : 160 rpm, coarse groove ; 12.5 cm

Audio reels

4.5.3C20 Rule: Give the width of the tape, if other than the standard width (0.7 cm), to the next highest 0.1 centimetre, and the diameter of the reel in centimetres (to the next highest 0.5 centimetre).

[Instrument] rolls

4.5.3C21 Rule: Give the width of the roll to the next highest 0.5 centimetre.

Wire recordings

4.5.3C22 Rule: Give the diameter and width of the spool to the next highest 0.5 centimetre.

1 wire reel (8 min.) : 19 cm/sec. ; on spool 13 x 2 cm ; 4 mils

Microforms

4.5.3C23 Rule: If appropriate, at all levels of description, give the dimensions of a microform as set out in the following rules. Give a fraction of a centimetre as the next whole centimetre up.

Aperture card

4.5.3C24 Rule: Give the height x width of an aperture card mount in centimetres.

20 aperture cards containing 100 architectural drawings ; 9 x 19 cm

Microfiche

4.5.3C25 Rule: If the dimensions of a microfiche are other than 10.5 x 14.8 cm, give the height x width in centimetres.

1 microfiche of textual material ; 12 x 17 cm

15 microfiches of cartographic material ; 11 x 15 cm – 12 x 17 cm

Microfilm

4.5.3C26 Rule: Give the width of a microfilm in millimetres.

1 microfilm reel of textual material containing ; 16 mm

1 microfilm cartridge containing of textual material ; 35 mm

5.5 cm	Outside diameter
4.7 cm	Inside diameter at edge
4.4 cm	Inside diameter a run-off

⁴⁴ *Edge* is the end of the larger inside diameter.

⁴⁵ *Run-off* is the end of the smaller inside diameter.

Microopaque

4.5.3C27 Rule: Give the height x width of a microopaque in centimetres.

5 microopaques of textual material ; 8 x 13 cm

Records in Electronic Form

4.5.3C28 Rule: If the option in rules 4.5.1B13–15 is applied (i.e., the extent is expressed in number of physical carriers), give their dimensions in centimetres (to the next highest 0.5 centimetre).

1 computer disk ; 9 x 9 cm

4.6 Name of Creator Element

A description of the context in which the material being described was created, accumulated, and maintained is as important as the description of the materials themselves. One of the most significant aspects of the context of creation is the name of creator element. If a descriptive system does not have the ability to store descriptions of creators in an authority file separate from descriptions of records, this chapter serves as a place-holder for the name of creator element, and refers the user to the detailed rules in Part II. The name(s) of the creator(s) serve as access points to the description. The rules for choosing access points are found in Chapter 13.

4.7 Administrative/Biographical History Element

A description of the context in which the material being described was created, accumulated, and maintained is as important as the description of the materials themselves. One of the most significant aspects of the description of the context of creation is the administrative/biographical history element. If a descriptive system does not have the ability to store descriptions of creators in an authority file separate from descriptions of records, this chapter serves as a place-holder for the administrative/biographical history element and refers the user to the detailed rules in Chapter 14.

CHAPTER 3: CONTENT AND STRUCTURE ELEMENTS

5.1 Scope and Content Element

5.1A Preliminary Rules

Purpose

5.1A1 The purpose of this element is to provide information about the nature of the materials and activities in the unit being described to enable users to judge its potential relevance.

Scope

5.1A2 This section provides rules for recording the kinds and types of information contained in the unit being described at all levels of description. The scope and content element may include information about any or all of the following, as appropriate to the level of description:

- The function(s), activity(ies), and process(es) that generated the material being described;
- The documentary form(s) or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, watercolours, documentaries, etc.);
- The content dates, that is, the time period(s) covered by the intellectual content or subject of the unit being described;
- Geographic area(s) and places to which the records pertain;
- Subject matter to which the records pertain, such as events, people, and organizations; and
- Any other information that assists the user in evaluating the relevance of the material, such as completeness; changes in location, ownership and custody while still in the possession of the creator, etc.

Exclusions

5.1A3a Rule: Record information about the current arrangement, organization, classification, or structure of the unit being described in the system of arrangement element (5.2).

5.1A3b Rule: Record information about the context in which the unit being described was created, used, etc. in the administrative/biographical history element (14).

5.1A3c Rule: Record information about gaps in the unit being described due to archival appraisal decisions in the appraisal, destruction, and scheduling information element (7.3).

5.1A3d Rule: Record information about finding aids prepared by the creator (e.g., registers, indexes, etc.) that are part of the unit being described and that provide access to the records, in the finding aids element (6.6).

Required/Discretionary

5.1A4

Fonds	Series	File	Item
Mandatory	Mandatory	Optional	Optional

Sources of Information

5.1A5 Rule: Take the information from any reliable source.

Order of the Elements

5.1A6 Rule: Present the information in any appropriate order.

Level of Detail

5.1A7 Rule: Establish an institutional policy and guidelines for consistent practice regarding the level of detail to be recorded in the scope and content.

5.1B General Rules

Commentary: The scope and content element is a summary of information about the intellectual characteristics of the described material and the kinds and types of information contained therein.

5.1B1 Rule: At the fonds and series levels, and optionally at the file and item levels of description, give information about the scope and content of the unit being described, appropriate to the level of description, in accordance with the following rules.

5.1B2 Rule: Optionally, indicate the level being described by using an introductory word or phrase that specifies the level of description.

5.1B3 Rule: If the unit being described is known to be incomplete due to reasons other than archival appraisal decisions, record information about the gaps.

Passenger lists were not required for outbound voyages to foreign ports or for coastal voyages between US ports

Series lacks maps of North America

Lacks last 15 minutes of program

Item comprised of reels 3-7 of 10

Artist's series incomplete: nos. 6, 7, 10-15, 22, and 24 missing

See also rule 5.1C1 regarding the application of these rules when describing architectural and technical drawings.

Scope and Content for a Fonds

5.1B4 Rule: For the scope of the fonds, give information about the functions and/or kinds of activities generating the records, the period of time, the geographical area, and the subject matter to which they pertain.

For the content of the fonds, give information about the principal documentary forms (e.g., reports, minutes, correspondence, drawings, speeches).

The fonds consists of responses to questionnaires published in newspapers and distributed to approximately 100 schools, transcripts of hearings, briefs submitted at hearings and to the Committee, including one video cassette of the Nova Scotia

Government Employee Union presentation to the Committee. The written briefs and presentations were analyzed for content and indexed. The fonds also consists of early drafts of discussion papers, together with reports and other documents assembled by the staff research officer, minutes of meetings, correspondence, drafts of the final report, press reports of the activities of the Committee and a video presentation produced for the Committee entitled "The Constitution and You".

(Note: Scope and content for the Nova Scotia Working Committee on the Constitution fonds)

Fonds illustrates Francis Shanly's work as an engineer and contractor, and also contains records relating to his family history and background. Engineering project records include: correspondence, letter books, reports, estimates, invoices and receipts, payrolls, force returns, specifications, tenders and contracts, maps, drawings, and other materials. Personal records include: correspondence; subject files (relating to Shanly's involvement in a number of areas, including his role as City Engineer of Toronto, and his election campaign of 1872); notebooks; bank books; diaries; financial records (including invoices, receipts, statements, and accounts); genealogies and other materials.

(Note: Scope and content for the Francis Shanly fonds)

Scope and Content for a Series

5.1B5 Rule: For the scope of the series, give information about the specific activity(ies) generating the records, any administrative or documentary processes or procedures that explain how the series came into being, the period of time, the geographical area, and the subject matter to which they pertain.

For the content of a series, give information about the documentary forms of the records.

Series consists of minutes of meetings of the Nova Scotia Primary Forest Products Marketing Board together with relevant correspondence and other documents referred to in the minutes. The records reflect the Board's relations with pulpwood producers and buyers, and include regulations, rules of procedure, directives and orders, registration of organizations as bargaining agents, litigation documents, proceedings of public hearings, and documents illustrative of internal administration of the Board

(Note: Scope and content for a series in the Nova Scotia Primary Forest Products Marketing Board fonds)

Series consists of personnel files on various consultants soliciting work from the Commission or being asked to do work for the Commission. Includes correspondence, contracts and copies of reports undertaken for the Commission

(Note: Scope and content for a series in the Nova Scotia Royal Commission on Health Care fonds)

Series consists of files relating to a number of feminist organizations, actions, and issues with which Ellen Frank was involved. Files contain records on the Counselling Collective, Lesbians Against the Right, the Manpower Demonstration, and the like.

Includes correspondence, agendas, minutes, pamphlets, articles, newsletters, bulletins, and posters

(Note: Scope and content for a series in the Ellen Frank fonds)

5.1B6 Rule: In cases where the series consists of a uniform set of documents (e.g., marriage certificates), indicate the kinds of information recorded on the documents.

Register book provides district, county, date of appointment, name, locality, and remarks

Subseries consists of applications case files containing all the transaction documents pertaining to a specific vessel or licence for the year in which the licence is issued. A typical applications file will contain: an application for issuance of commercial fishing licence for each particular category of fish; a commercial fishing vessel registration certificate; a commercial fishing licence; correspondence regarding re-issue of licences; vessel inspection report; changes or ownership; bills of sale and; transfer applications

(Note: Scope and content for a subseries in the Department of Fisheries and Oceans fonds)

Scope and Content for a File

5.1B7 Rule: At the file level, give information about the scope and content of a file if the title does not provide sufficient information.

For the scope of a file, give information about the subject matter, the time period, and the geographical area to which it pertains, and the processes and procedures generating the file and/or about the transactions to which the file pertains.

For the content of a file, give information about its documentary forms.

Press clippings on the debate over privatization of hospitals, managing hospitals in Canada, the U.S. health care system, and cost containment

(Note: Scope and content for a file entitled "Secondary research material" in the consultants' series of the Nova Scotia Royal Commission on Health Care fonds)

Scope and Content for an Item

5.1B8 Rule: At the item level, if the title does not provide sufficient information about its scope and content, give information on the form of the item, the data it records, and the time period, the geographical area, and the subject matter to which its contents pertain.

Report on the various factors that contribute to the cost and quality of food production in the Nova Scotia hospital system in 1988

(Note: Scope and content for an item in the file entitled "Secondary research material" in the consultants' series of the Nova Scotia Royal Commission on Health Care fonds)

Listing of qualified electors for Queens County

(Note: Scope and content for an item in the electoral lists series of the Nova Scotia Chief Electoral Officer fonds)

5.1C Rules for Describing Particular Media

Architectural and Technical Drawings

5.1C1 Rule: At all levels of description, give, as appropriate, the purpose of the drawings, e.g., presentation drawings, working drawings, conceptual drawings, etc.

5.2 System of Arrangement Element

5.2A Preliminary Rules

Purpose

5.2A1 The purpose of this element is to provide information on the current internal structure, order, and/or system of classification of the unit being described.

Scope

5.2A2 This section provides rules for recording the current arrangement of the unit being described at an aggregate level of description, that is, fonds, series, file.

Exclusions

5.2A3 Information about the form(s) and content of the records is recorded in the scope and content element (5.1).

Required/Discretionary

5.2A4

Fonds	Series	File	Item
Mandatory if applicable	Mandatory if applicable	Mandatory if applicable	N/A

Sources of Information

5.2A5 Rule: Take the information from any reliable source.

5.2B General Rules

Commentary: Arrangement is the process of identifying the various aggregations of archival material and their relationships in accordance with accepted archival principles. Where appropriate, it includes identifying the order or system of classification of records within aggregations. In some cases, it involves establishing a usable order within a mass of disordered documents.

5.2B1 Rule: Explain the current arrangement of the unit being described as instructed in the following rules.

5.2B2 Rule: At the fonds level, enumerate, as applicable, the sub-fonds and/or series forming part of the fonds.

The fonds is arranged into nine series: Railway Branch, Canal Branch, ... and Comptroller's Branch

5.2B3 Rule: At the fonds and series levels, give significant information about other aspects of the arrangement of the fonds and/or series, such as maintenance/reconstitution of original order, arrangement by the archivist, or previous arrangements and/or reorganization(s) by the creator if known and relevant.

Records arrived at the archives in no discernable order. Order has been imposed by the archivist

When the records were transferred to the archives, the computer files were arranged in subdirectories which reflect the original work stations from which they came

5.2B4 Rule: At the series level, if applicable, enumerate the sub-series included in the series.

The series is arranged into three sub-series: Correspondence received, Subject files, and Quebec Bridge

5.2B5 Rule: At the series level, give information about the system of ordering the component files or items, including any classification scheme.

Sub-series within this series are arranged alphabetically by the title of the production

Scripts [in this series] are arranged alphabetically by the title of the script

Photos [in this series] are arranged alphabetically by state, thereunder alphabetically by city, town, or county

Files [in this series] are arranged numerically by file number

The applications case files are organized into blocks of 50 numbers which correspond to Commercial Fishing Vessel (CFV) numbers. For each physical file, therefore, there will be documentation pertaining to as many as 50 CFVs. If there is no vessel involved, e.g., licences for persons, the files are organized by licence category number and then by name of individual

5.2B6 Rule: At the file level, give information about the order in which the items in the files are arranged.

File contents arranged in chronological order

5.2C Rules for Describing Particular Media

None

CHAPTER 4: CONDITIONS OF ACCESS AND USE ELEMENTS

6.1 Conditions Governing Access Element

6.1A Preliminary Rules

Purpose

6.1A1 The purpose of this element is to provide information about access restrictions due to the nature of the information in the unit being described.

Scope

6.1A2 This section provides rules for recording, at all levels of description, access restrictions due to the nature of the information contained in the unit being described, such as those imposed by the donor, by the repository, or by statutory/regulatory requirements.

Exclusions

6.1A3a Rule: Record any physical conditions affecting the use of the unit being described in the physical access element (6.2).

6.1A3b Rule: Record any technical requirements affecting the use of the unit being described in the technical access element (6.3).

6.1A3c Rule: Record any restrictions governing reproduction, publication, or other uses after access is given in the conditions governing reproduction and use element (6.4).

Required/Discretionary

6.1A4 Mandatory if applicable

Sources of Information

6.1A5 Rule: Take the information from any reliable source.

6.1B General Rules

6.1B1 Rule: Give information about any restrictions on access to the unit being described (or parts thereof) as a result of the nature of the information or statutory/contractual requirements. As appropriate, specify the details of the restriction, including the length of the period of closure and/or the date when it will be lifted; the authority that imposed and enforces the conditions governing access; contact information for the person or office to whom the restriction may be appealed; authorized users; and so on.

Restricted: Donor agreement requires closure until 2003

Access to correspondence is restricted until 2015

Only electronic records more than five years old may be released

All records subject to Access to Information and Privacy Act

Closed until 2020 unless permission in writing is received from the office of origin

Restricted: Donor's written permission required to view

A signed research agreement with Ontario Ministry of Health must be obtained before access can be provided

Access to the records in the subseries is governed by the Access to Information and Privacy Acts. The application case files contain personal information on individuals: address, telephone, date of birth, citizenship status, including native status. There are also some comments on the record, e.g., fishing violation charges, reasons for appeals. Once a licence is issued, the fact becomes public knowledge; it is a "discretionary benefit of a financial nature" granted by the Minister. Therefore, information on the licence itself may be released (when issued, the area, if transferred, name of the vessel or person). The only exception concerns the individual quota of a halibut or black cod licence which cannot be released because each quota is unique rather than a universal quota like geoduck. Part of the halibut and black cod quota originates from past landings on the vessel and any income information is considered confidential

6.1B2 Rule: Alternatively, simply indicate the fact of restriction.

Restricted: Consult archivist for details

6.1C Rules for Describing Particular Media

None

6.2 Physical Access Element

6.2A Preliminary Rules

Purpose

6.2A1 The purpose of this element is to provide information about access restrictions due to any physical characteristics that restrict, or otherwise affect, access to the unit being described.

Scope

6.2A2 This section provides rules for recording, at all levels of description, any physical conditions or storage locations that limit or delay access to, or use of, the unit being described.

Exclusions

6.2A3a Rule: Record any access restrictions due to the nature of the information in the conditions governing access element (6.1).

6.2A3b Rule: Record any technical requirements affecting the use of the unit being described in the technical access element (6.3).

6.2A3c Rule: Record any restrictions governing reproduction, publication, or other uses after access is given in the conditions governing reproduction and use element (6.4).

Required/Discretionary

6.2A4 Optional

Sources of Information

6.2A5 Rule: Take the information from any reliable source.

6.2B General Rules

Commentary: Physical access restrictions can include any physical conditions or location that limit or delay access to, or use of, the unit being described. Such restrictions can include

- Location (offsite, cold storage, etc.)
- Physical condition of the documents that limits use
- Requirement to use copies instead of originals for preservation reasons

6.2B1 Rule: Provide information about the physical characteristics or condition of the unit being described that limit access to it or restrict its use.

Emulsion flaking

Records heavily foxed

Some of the letters in series 2 are illegible due to water damage

Upper portion lacking

Torn along edges and folds

Several tracks scratched through by operator

Recorded with a constant audible hum

6.2B2 Rule: Provide information about the location of the unit being described, if that location affects access to it.

This material is located in cold vault storage; it will take at least 2 1/2 hours to acclimate the material and deliver it to the research room

Records are located off-site; advance notice is required to retrieve them

6.2B3 Rule: If the original material may not be used at all for preservation reasons, provide information about the reasons and/or the availability of reproductions.

As a preservation measure, researchers must view the reference set of colour slide reproductions of the posters rather than the originals

This film reel has shrunk and may not be viewed

No access to original material until the material has been conserved. Microfilm copies are available for consultation

6.2C Rules for Describing Particular Media

None

6.3 Technical Access Element

6.3A Preliminary Rules

Purpose

6.3A1 The purpose of this element is to provide information about access restrictions due to any technical requirements that restrict, or otherwise affect, access to the unit being described.

Scope

6.3A2 This section provides rules for recording, at all levels of description, technical access requirements, such as equipment or specific hardware/software required to use the unit being described.

Exclusions

6.3A3a Rule: Record any access restrictions due to the nature of the information in the conditions governing access element (6.1).

6.3A3b Rule: Record any physical conditions affecting the use of the unit being described in the physical access element (6.2).

6.3A3c Rule: Record any restrictions governing reproduction, publication, or other uses after access is given in the conditions governing reproduction and use element (6.4).

Required/Discretionary

6.3A4 Optional

Sources of Information

6.3A5 Rule: Take the information from any reliable source.

6.3B General Rules

Commentary: Special equipment may be required to view or access some material, particularly audiovisual materials and records in electronic form. In some cases the equipment required may be obvious from the extent element, as in “42 slides,” “30 audio cassettes,” “6 microfiches of textual records,” and so on. However, in other cases, the type of equipment required will be indicated in the physical characteristics element, e.g., the playing speed of audio disks (e.g., 45 or 78 rpm), a film's recording mode (e.g., Betamax, D2, VHS, Video 8, etc.), or broadcast format (e.g., NTSC, PAL, SECAM, HDTV, etc.), and so on. The type of equipment required may also be indicated in the dimensions element, for example, the gauge (width) of the film (i.e., 16 or 35 mm). Records in electronic form invariably require hardware and, in many cases, software to view them.

6.3B1 Rule: Provide information about any special equipment required to view or access the unit being described, if it is not clear from the extent and medium.

Videotapes are in 1/2 inch helical open reel-to-reel format.

Parade recorded on Super8 film

6.3B2 Rule: Record information about the technical requirements for access to records in electronic form. Give the following characteristics in any appropriate order: make and model of the computer(s) on which the records are designed to run, amount of memory required, name of the operating system, software requirements, kind and characteristics of any required or recommended peripherals, hardware (internal modifications).

System requirements: 48K RAM; Apple Disk II with controller; col. monitor
(Note: File requires colour monitor for display)

System requirements: RTI Series 500 CD-ROM DataDrive
(Note: File is available on CD-ROM)

6.3C Rules for Describing Particular Media

None

6.4 Conditions Governing Reproduction and Use Element

6.4A Preliminary Rules

Purpose

6.4A1 The purpose of this element is to identify any restrictions on reproduction or further use of the unit being described after access has been provided.

Scope

6.4A2 This section provides rules to indicate the presence of restrictions on reproduction of the unit being described due to copyright or other reasons. Also included are restrictions on publication or other uses of the unit being described. This element may be used at all levels of description.

Exclusions

6.4A3a Rule: Record any access restrictions due to the nature of the information in the unit being described in the conditions governing access element (6.1).

6.4A3b Rule: Record any physical conditions affecting the use of the unit being described in the physical access element (6.2).

6.4A3c Rule: Record any technical requirements affecting the use of the unit being described in the technical access element (6.3).

Required/Discretionary

6.4A4 Mandatory if applicable

Sources of Information

6.4A5 Rule: Take the information from any reliable source.

6.4B General Rules

6.4B1 Rule: Give information, in accordance with the following rules, about copyright status and any other conditions governing the reproduction, publication, and further use (e.g., display, public screening, broadcast, etc.) of the unit being described after access has been provided.

6.4B2 Rule: Where possible and appropriate, combine the statements pertaining to copyright status, reproduction, publication, and/or use in the most efficient way.

Copyright Status

Commentary: The copyright status of a work indicates whether or not it is protected by copyright, and if it is protected, the duration and owner of the copyright. The copyright status is determined by the copyright legislation of the country in which the archives preserving the work is located. Copyright status does not necessarily mean that copying is restricted in some way. Where the term of copyright protection has expired, it is useful to indicate that the work may be used freely for any purpose without the permission of the copyright owner or the payment of royalties. Where the work is still subject to copyright protection, it is useful to indicate the duration of copyright protection and the copyright owner, should the user require permission to use the work for purposes other than private study, scholarship, or research. Copyright laws

provide the copyright owner with other rights in addition to copying, including the right to control publication, distribution, broadcast, public performance, etc. Copyright laws may also permit archives and libraries to copy items in their holdings for limited purposes such as research or preservation without the permission of the copyright owner, provided that certain conditions are met.

6.4B3 Rule: If the unit being described is protected by copyright, indicate the copyright owner, the date the copyright will expire, and contact information for the copyright owner or the owner's agent, if known.

Copyright status: Rights held by CHYZ-TV

Copyright held by the Crown

Copyright held by the donor until June 6, 2005

Copyright ... June 1, 1978 by the Cartographic Lab, Department of Geography, Queen's University, Kingston, Ontario

To the extent that she owns copyright, the donor has assigned the copyright in her works to the Archives; however copyright in other works may be held by their respective copyright owners. Consult the reference archivist for details

6.4B4 Rule: If the term of copyright has expired, indicate that the unit being described is no longer subject to copyright restrictions.

Copyright expired

Copyright status: Public domain

6.4B5 Rule: If the details of the copyright status of the unit being described are unknown, or unclear, make a general statement about possible copyright restrictions.

Copyright restrictions may apply

Conditions Governing Reproduction

Commentary: Reproduction is defined as the making of copies of all or part of an item(s) in the unit being described. It does not involve other uses such as publication, public viewing, broadcast, and the like. While copyright legislation may place statutory restrictions on reproduction (as well as other uses); reproduction may be restricted for other reasons, for example, the wishes of the donor, physical condition, and so on.

6.4B6 Rule: If the conditions governing reproduction are completely expressed in the copyright status statement, do not include a separate statement about conditions governing reproduction.

6.4B7 Rule: Give information about any conditions that may restrict the making of copies of all or part of the unit being described. As appropriate, specify the details of the restriction, including the length of the period of closure and/or the date when it will be lifted; the authority that imposed the restriction(s); and the contact information for the person or office from whom permission to copy may be sought.

No reproduction without prior written approval of the donor

Reproductions for research purposes only

Reproduction limitée à des fins de consultation

These cartographic documents cannot be reproduced without the written permission of the donor Mr. Guy Gérin-Lajoie. This restriction is in effect until 14 June 2005

Conditions Governing Publication

Commentary: Publication means the issuing or distribution of copies of a work to the public. However, publication does not include activities such as broadcast, display, showing a film in public, and so on.

6.4B8 Rule: Give information about any conditions that may restrict publication of all or part of the unit being described. As appropriate, specify the details of the condition(s), including the duration of the restriction and/or the date when it will be lifted; the authority that imposed the condition(s); and the contact information for the person or office from whom permission to publish may be sought.

Photographs may be copied for reference purposes only. Publication of the photographs requires the written permission of Kenneth McAllister

Publication of secondary analysis based on these data requires prior approval of Statistics Canada

Conditions Governing Other Uses

Commentary: A variety of uses other than reproduction or publication may be subject to certain conditions, including display, public viewing, broadcast, and so on.

6.4B9 Rule: Give information about any conditions that may be in effect regarding other uses of all or part of the unit being described. As appropriate, include information about the nature of the condition; the authority that imposed the condition(s); and the contact information for the person or office from whom permission for other uses may be sought.

Restricted: donor permission required for broadcast before 2004

Restricted: Donor permission required for public screening

Restricted: Re-sale is forbidden without written permission of the donor's estate

Not to be used for construction. Not coordinated with engineer's drawings which were unavailable

6.4C Rules for Describing Particular Media

While certain uses may be limited to particular media, no media-specific rules are required to record conditions governing reproduction or use.

6.5 Language/Scripts of the Material Element

6.5A Preliminary Rules

Purpose

6.5A1 The purpose of this element is to identify the language(s), script(s), and symbol systems employed in the unit being described.

Scope

6.5A2 This section provides rules to indicate languages or scripts used that may affect the use of the unit being described. This element may be used at all levels of description.

Exclusions

6.5A3 None

Required/Discretionary

6.5A4 Optional

Sources of Information

6.5A5 Rule: Take the information from any reliable source.

6.5B General Rules

6.5B1 Rule: Record the language(s) of the unit being described that differ from the language of the description and/or that affect the use of the unit being described, unless noted elsewhere or apparent from other elements of the description.

Most of the material in series I and II in Finnish. Some correspondence in English, some in French and some in Swedish

In Dakota, with partial English translation

Japanese film subtitled in English, dubbed in French

Captions in English, French and Spanish

6.5B2 Rule: Optionally, always record the language(s) of the unit being described.

6.5B3 Rule: Record information about any distinctive alphabets, scripts, symbol systems, and/or abbreviations employed.

Later additions are in a seventeenth century hand

In German Fraktur

Latin. Ecriture insulaire (noter en particulier l'abréviation utilisée pour *per*)

6.5B4 Rule: Optionally, include the appropriate ISO codes for languages (ISO 639-1 and ISO 639-2: *Codes for the representation of names of languages*) or scripts (ISO 15924: *Codes for the representation of names of scripts*).

eng

fre

6.5C Rules for Describing Particular Media

None

6.6 Finding Aids Element

6.6A Preliminary Rules

Purpose

6.6A1 The purpose of this element is to identify any finding aids to the unit being described.

Scope

6.6A2 This section provides rules to indicate that a finding aid exists and is available to the user, and to provide information about its form and content. While this element may be used at all levels of description, it is most often used at the fonds and series levels.

Exclusions

6.6A3 Record information about published copies of actual documents in the publication note element (8.4).

Required/Discretionary

6.6A4 Mandatory if applicable

Sources of Information

6.6A5 Rule: Take the information from any reliable source.

6.6B General Rules

Commentary: "Finding aid" is a broad term that covers any type of description or means of reference made or received by an archival repository in the course of establishing administrative or intellectual control over archival material. The term "finding aid" can include a variety of descriptive tools prepared by an archives (e.g., guides, calendars, inventories, box lists, indexes, etc.) or prepared by the creator of the records (e.g., registers, indexes, classification schemes, etc.). Such tools provide a representation of, and/or a means of access to, the material in the unit being described that enables users to identify material relating to the subject of their inquiries. An archival repository's descriptive system will likely consist of various types of finding aids, each serving a particular purpose.

6.6B1 Rule: Record information about any existing finding aids that provide information relating to the context and contents of the unit being described. As appropriate and available, include information about the type (list, index, guide, calendar, etc.), medium (cards, electronic, etc.), and content (e.g., names of correspondents, subjects, etc.) of the finding aid, the number or other identifier of the finding aid (if any), any relevant information about its location or availability, and any other information necessary to assist the user in evaluating its usefulness. Include finding aids prepared by the creator (e.g., registers, indexes, etc.) that are part of the unit being described.

Box list available

Detailed finding aid available; file level control

